

JOB DESCRIPTION

Post: Senior Transactional Clerk
(Accounts Payable – Accounts Receivable)

Grade: Band C **Job Evaluation Ref:** C1143

District/Department: Finance

Sector/Section: Finance

Location: PHQ, Suffolk / OCC, Wymondham

Reporting to: Transactions Team Leader

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

To work as part of the Finance Team carrying out clerical duties and assisting with the effective administration for relevant areas of Finance Transactions team.

2. Main activities of the role *(This list is not exhaustive)*

- Process creditor invoices and produce debtor accounts
- Check invoices and process for payment in line with system procedures and Financial Instructions
- Manage imprest account and floats as appropriate and in accordance with Financial Instructions
- Arrange to bank cash and cheque income received into the Finance Transactions teams according to Financial Instructions, ensuring security of income at all times
- Create debtors accounts and amend records as appropriate on the system
- Distribute debtor statements / dunning letters to aged debtors
- Meet all closedown deadlines as per the timetable
- Use scanning system as per agreed procedures
- Resolve enquiries, as appropriate, from staff / officers, creditors and debtors
- Supervise staff as appropriate in regard to functions as required, e.g. invoice transactions, cash handling, imprest accounts etc.
- Carry out purchase card administration
- Carry out processes in regard to seized monies
- Any other duties that are commensurate with the role and grade as may be requested by management

3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.

PERSON SPECIFICATION

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Essential Criteria

1. Proven experience of working in a finance transactional environment, understand processing of Accounts Payable invoices, and administration of the collection of debts
2. Demonstrate numeracy and literacy skills
3. Ability to process volume transactions with accuracy
4. Ability to work to strict deadlines
5. Ability to interpret and implement Financial Procedures
6. Demonstrate good written and oral communication skills
7. Working knowledge of Microsoft Word and Excel
8. Accurate keyboard skills

Desirable Criteria

1. Book-keeping qualification or equivalent e.g. CIPP / CAPP
2. Knowledge of police sector finances
3. Proven experience of supervising staff