Accounts Payable Assistant
Woodcock Street
£15,507 - £18,560
Working 36.5 hrs per week
FTC until 31 December 2017

A vacancy has arisen for an Accounts Payable Assistant, to work as part of a team responsible for delivering quality Accounts Payable services within the shared services environment.

You will work under the direction of the Team Manager or Accounts Payable Specialist, undertaking transactional data entry onto the SAP system.

The responsibilities include: ensuring data entry is complete, accurate and compliant with statutory and City Council financial regulations; to ensure payments are processed on time; and suppliers are paid accurately and on the due date.

You will also assist in handling routine enquiries from suppliers, service users and other stakeholders using a variety of media including telephone, letter and email.

Other duties include a range of routine administrative tasks and support other business areas within the Shared Services Centre in the provision of quality financial services to customers and stakeholders.

Informal enquiries to Ian Martin 07917 643555 or via email ian.martin@birmingham.gov.uk

Ref: EC0732017

Closing Date: 1 February 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Economy Directorate

Job Description

JOB TITLE: Accounts Payable Data Input Clerk
GRADE: Grade 2
DIVISION: Shared Services Centre
SECTION: Accounts Payable

1.0 JOB PURPOSE

1.1 To work as part of a team responsible for delivering a quality Accounts Payable service within a shared services environment.

1.2 To undertake transactional data entry onto the SAP system and to ensure data entry is accurate and complete by the corporate deadlines.

2.0 RESPONSIBILITIES

2.1 Under the direction of the Team Manager or Accounts Payable Specialist, to undertake data inputting activities

2.2 To ensure data input is complete and accurate, and is compliant with statutory and City Council financial regulations, meeting corporate deadlines in order to ensure payments are processed on time and suppliers are paid accurately and on the due date.

2.3 Under the direction of the Team Manager or Accounts Payable Specialist, to assist with the process of reconciling payments output in relation to the data that has been input to SAP.

2.4 To assist in processing routine enquiries from suppliers, service users and other stakeholders using a variety of media including telephone, letter, email and the Employee Interaction Centre, referring more complex cases to Accounts Payable Specialists or the Team Manager.

2.5 To actively support the Service and ensure that the new standard operating procedures are correctly applied within the Team.

2.6 To undertake a range of routine administrative tasks and support other business areas within the Shared Services Centre in the provision of quality financial services to customers and stakeholders.

2.7 To actively support and participate in City Council initiatives and other activities commensurate with the grade for the post.
OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.

2. Left to work within established guidelines subject to scrutiny by supervisor.

3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

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<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION</th>
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<td>N/A</td>
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5.0 SPECIAL CONDITIONS

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**Equality/Diversity**
Promote, adhere to and implement the City Council’s Policy on Equality of Opportunity within your Team/Section/Division and within the Directorate generally and work consistently to embed equality and diversity into service delivery through the Equality Impact Needs Assessment process.

**Sustainability**
Promote the City Council’s sustainability Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in a sustainable way.

**Health & Safety**
Implement the Directorate Health and Safety Policy ensuring that there is
- regular and systematic identification, review and evaluation and control of risks
- promotion of safe working practices
- action to stop unsafe working practices and procedures
- compliance with the Health & Safety Policy.
Economy Directorate

Person Specification

JOB TITLE: Accounts Payable Data Input Clerk
GRADE: Grade 2

DIVISION: Shared Services’ Centre
SECTION: Accounts Payable

Method of Assessment (M.O.A.) - AF = Application Form  I = Interview  T = Test  P = Presentation

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
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<tr>
<td>EXPERIENCE (Relevant work and other experience)</td>
<td>1. Experience of working in a team and providing financial services to customers.</td>
<td>AF/I</td>
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<td>2. Experience of working in a finance environment and of using financial software applications.</td>
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<td>3. Experience of communicating with people at all levels using a range of media.</td>
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<td>SKILLS AND ABILITIES</td>
<td>1. Knowledge of financial procedures relating to Accounts Payable or similar service either in the public sector or other large organisation.</td>
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<td>2. Ability to use financial software to undertake transactional data entry demonstrating both speed and accuracy.</td>
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<td>3. Ability to prioritise workload, delivering allocated outputs and meeting defined targets.</td>
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<td>4. Ability to work effectively as a team member and to foster a positive organisational climate.</td>
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<td>5. Understanding of and commitment to customer care.</td>
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<td>6. Personal understanding of the value of diversity</td>
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(NB Full regard must be given to overseas qualifications)

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<th>TRAINING</th>
<th>Willingness to undergo appropriate training and development</th>
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<td>OTHER</td>
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**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S EQUAL OPPORTUNITY POLICY**