

ACCOUNTS PAYABLE OFFICER

Based at Forest of Dean District Council

£17,280 - £18,397 per annum

Permanent

This role is part of a small friendly team based at Coleford, in the Forest of Dean, dedicated to providing an accounts payable service to all GO Shared Service clients. Duties will include processing invoices, payments to suppliers and dealing with supplier enquiries on a daily basis.

We are looking for an enthusiastic team player with a positive attitude, a high level of IT skills including experience of working with financial systems, spread sheets and email. Your duties will span the partner organisations so you must be organised, accurate and able to take a flexible approach to your work. Good communication skills and the ability to manage competing priorities are essential for this role.

If you have experience of working within a financial environment, and are committed to excellent customer service, we would like to hear from you.

Please also note that this position requires Baseline Personnel Security Standard (BPSS) clearance.

All successful applicants will need to provide evidence of their eligibility to work in the UK. Cotswold District Council is committed to equality of opportunity and welcomes applications from all sections of the community.

For further information on the post you should contact Lisa Bolster, Accounts Payable Team Leader on 01594 812584 or email her at lisa.bolster@fdean.gov.uk to find out more about this role.

For an application form and further details on how to apply, please visit www.cotswold.gov.uk. Please do not complete a Forest of Dean application form as this is a Cotswolds District Council vacancy located at the Forest of Dean. Completed applications should be returned to GO Shared Services, HR Team, Trinity Road, Cirencester, GL7 9PX or email vacancies@cotswold.gov.uk.

Closing Date: 20 July 2017 9am

Interview Date: W/C 24 July 2017



COTSWOLD DISTRICT COUNCIL

JOB DESCRIPTION

Title:	ACCOUNTS PAYABLE OFFICER
Directorate:	GO SHARED SERVICES
Service:	Finance and Procurement
Grade:	Scale 3
Responsible to:	ACCOUNTS PAYABLE TEAM LEADER
Responsible for:	N/A
Liaison with:	<p>Within the Directorate: The GO Shared Services Management Team and others within Finance, Procurement, HR and Payroll</p> <p>Within the GOSS clients: Service users and managers at all levels across the GOSS client group (e.g. partner councils and other client and customers such as Cheltenham Borough Home Ltd, Ubico Ltd)</p> <p>Outside the GOSS clients: External Auditors, Consultants (e.g. Treasury advisors, VAT advisors, brokers), HMRC, Gloucestershire Airport, software suppliers, accountancy bodies, government departments, banks, insurers, PWLB., etc.</p>
Main purpose of post:	Focussed on the delivery an Accounts Payable service to GOSS clients through effective, responsive processing activity.
Main activities:	<ul style="list-style-type: none">- Customer liaison and support, working through others to ensure effective processing activity on all aspects of Accounts Payable - immediate and responsive.- Ensure scanning / filing / archiving of creditors information.- Production and checking of data – for accounts payable, performance and statutory reporting, and on request.- Produce / create reports - routine or ad hoc on request.- Working to add value to, and be a valued member of the team, and to be valued by customers.
Other activities:	<ul style="list-style-type: none">- To carry out general office duties, as and when required, including photocopying, filing and dealing with both incoming and outgoing post- Working with others across GO Shared Services to ensure standardisation of processes.- Assist with telephone calls and answering the telephone in a confident and professional manner.

- Participate in team activities (team meetings, training, etc.)
- To undertake work in accordance with standing orders, financial rules, and all other council policies and maintain systems for financial probity.
- Carry out any other duties that may be required commensurate with the general level of responsibility for the post.

Conditions of service:

- The post is subject to one month's notice on either side.
- You may be required to travel for work very occasionally. The Council reimburses business travel expenses and pays a mileage rate for any authorised use of a private car for business purposes.
- The post will be based at offices in Coleford or at such other place of employment in the service of the Council as required.
- The post is suitable for job sharing.
- The postholder will be required to comply with the Council's Health and Safety and Equal Opportunities Policies.

PERSON SPECIFICATION
ACCOUNTS PAYABLE OFFICER

Requirements	Essential or Desirable	Method of Assessment
Qualifications		
GCSE's (5 A-C grades including Maths and English or	Essential	Application/certificates
A level NVQ3, or BTEC qualification (relevant experience can be considered as an alternative)	Desirable	Application/certificates
Experience		
Experience in office environment / similar related role	Essential	Application/Interview
Experience of working with a computerised Financial Management system	Desirable	Application/Interview
Skills		
Good level of IT skills - MS Office	Essential	Application/Interview
Communicates effectively at all levels (excellent verbal and written skills)	Essential	Presentation/application/Interview
Is customer focussed, responsive, and co-operative with customers	Essential	Application/Interview
Ability to record and deal with data accurately and effectively	Essential	Application/interview
Works speedily and accurately with the input of data	Essential	Application/Interview
	Essential	Application/Interview
Other		
Proactive/self motivated	Essential	Interview/references
Ability to maintain confidentiality in accordance with Data Protection	Essential	Interview
Must be able to travel to meet business needs when necessary	Desirable	Application/interview