



JOB DESCRIPTION

Job Title	Exchequer Finance Assistant		
Directorate	Finance & Procurement		
Reporting to	Exchequer Team Leader		
Grade	14		
Evaluation ref:	AG0796	Job ref:	Family PRC14
Role purpose			
<p>Working within the Councils Exchequer Team, comprised of the Accounts Payable, Accounts Receivable and Cashier functions. This role processes financial transactions that are accurately and timely recorded through the Council's financial systems.</p> <p>The post holder will keep up to date with Somerset Council's financial regulations and payment/income compliance, ensuring sound control processes are applied.</p>			
Responsibilities			
<p>Process financial transactions in accordance with agreed practice and authorisation processes, e.g. Accounts Payable transactions, Accounts Receivable transactions, Cashiering processes, Master Data transactions, etc.</p> <p>Act as a local point of contact for administrative and/or finance related queries, providing advice & guidance to operational and other staff, suppliers and customers, e.g. AP/AR/Master Data/Cash handling processes, Financial Management Regulations, administrative policies.</p> <p>Administer financial schemes in accordance with agreed practice and authorisation processes, e.g. Purchasing Cards, Petty Cash, Construction Industry Scheme for tax, Controlled Stationery, etc.</p> <p>Monitor the application of corporate processes & practices and that they are implemented consistently to prescribed standards, e.g. compliance to agreed AP/AR/Cash handling processes, and authorisation of financial transactions.</p> <p>Contribute, through participation in working groups, to the development of systems and processes, e.g. financial and income management systems.</p> <p>Contribute to, propose and implement, solutions to many and varied problems relating to financial systems, procedures and reporting, e.g. process controls and changes in regulations. This may also include carrying out test transactions to ensure processes work as intended.</p> <p>Oversee and maintain information on IT systems, Spreadsheets, etc.</p>			

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Impact

Contacts & Relationships

Internal contacts include members of Finance, budget holders, other officers dealing with finance transactions (including schools), colleagues in ICT and HR. The purpose of this contact is to provide information and financial support. External contacts can include suppliers, customers, internal and external auditors, colleagues in central government departments and finance staff in other authorities.

Resources

Volume of Accounts Payable documents processed monthly – in the region of 20,000.

Value of payments made monthly – up to £105m to 14,000 suppliers.

Volume of customer invoice raised monthly – in the region of 4,500

Value of sundry debts raised monthly – in the region of £10m.

Value of outstanding sundry debt – in the region of £25m.

Volume of bank postings monthly – in the region of 6,000.

Value of bank postings monthly – in the region of £250m.

Volume of Master Data items processed monthly - in the region of 1,500.

	Essential	Desirable	
Knowledge			
Knowledge of exchequer transactional processes.	X		
Knowledge of exchequer related legislation and financial regulations.	X		
Sound understanding and experience of the use of information and communication systems.	X		
Experience			



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Experience of working within a transactional processing team.	X		
Experience in dealing with customer feedback and complaints, through to successful results.	X		
Experience of assisting in the development of, and working within, effective control processes.	X		
Qualifications / Registrations / Certifications			
AAT / business admin / leadership management equivalent qualifications		X	
Minimum standard of 5 GCSE/A-levels	X		
Skills			
Understanding and practice of multi-disciplinary working.	X		
Strong team player with good ability to work independently.	X		
Deals with queries and requests in a professional manner using various communication methods.	X		
Ability to communicate and deliver through verbal and written training.	X		
Working Conditions			
Hybrid working			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			