Job Description

Service:	Finance
Job title:	Accounts Receivables & Payable Assistant
Grade:	Grade C
Hours of work:	37 hours per week
Responsible to:	Accounts Receivable & Payable Manager
Responsible for	
Direct reports:	None
Indirect reports:	None
Budget:	£0

- **Purpose of Post:**

To provide a wide range of administrative support to the team. Accounts Receivable approx. 70% and Accounts Payable approx.30%

Accounts Receivable – Main Responsibilities but not exhaustive

- Loading daily cash to the finance system ensuring accurate allocation
- Raising Ad hoc invoices
- Raising Credit Notes
- Dealing with Write Offs with the relevant authorisation
- Dealing with customer calls and email queries, both internally and externally
- Run excel reports on a weekly basis for the council's service
- Dealing with customer refunds and credit balances on account.
- Running the weekly reminder letters and dealing with queries that arise
- Issuing customer statements
- Providing checks for Accounts Payable set ups

Accounts Payable

- 'Matching' invoices for payment, ensuring accuracy and attention to detail.

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Knowledge and Qualifications The minimum knowledge required to undertake this role and any qualifications or training essential for the role (E) Essential (D) Desirable	• 5 GCSE qualifications grade 5 or above, including maths and English (E)
Experience Experience the person would need to do the job (E) Essential (D) Desirable	• Knowledge and experience of using financial management systems (D) • Experience of transactional processing (D) Good customer service skills (E)
Skills and Abilities Specific skills the applicant would need to do the job (E) Essential (D) Desirable	• Excellent IT skills and knowledge of office applications such as Excel, Word and Outlook (E) • Clear and concise written and spoken communication skills (E) • Ability to plan and manage workload (E) • High level of accuracy and attention to detail (E) • Enthusiastic and positive attitude (E) • Commitment to customer care and best practice (E) • Positive attitude to professional and personal development (E)

Decision Making and Impact on Others What impact the decisions made by the post holder would have on others across the Council	This is an important role, which has the potential to impact upon residents and local businesses, as well as internal services: • The post holder will need to ensure that financial records are accurate and up to date. Both so that payments to suppliers are made in accordance with agreed payment terms, and not adversely impacting their cashflows

	• Late payment of invoices will lead to increased work for services as they deal with queries from suppliers and may result in reputational damage to the Council or an unwillingness of suppliers to continue to provide their services
Communication with Internal and External Customers What customers the applicant would be in contact with in the job	• Ability to build and maintain good working relationships with both internal and external service users (E) • Delivers what they have agreed with colleagues and with customers (E) • Advocates customer satisfaction as a key value for themselves, the team and the council (E) • Internal customer contact 70% • External customer contact 30%

Personal Attributes and Other Requirements In this section please list any other qualities you are looking for from the applicant (E) Essential (D) Desirable	• Enthusiastic and positive attitude (E) • Commitment to customer care and best practice (E) • Ability to work well in a team (E) • Ability to respond and be proactive and reactive to shifting priorities at short notice (E) • Positive attitude to professional and personal development (D) • Not afraid to present ideas (D)
HDC values	The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.

icare	**Inspiring:** We have genuine pride and passion for public service; doing the best we can for customers. **Collaborative:** We achieve much more by working together, and this allows us to provide the best service for customers. **Accountable:** We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. **Respectful:** We respect people's differences and are considerate to their needs. **Enterprising**: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.