

# Context statement

To accompany job description and person specification when required

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Job title: Finance Assistant – Accounts Payable (AP)

Directorate/Service/Team: Corporate Development, Finance and Commercial, Accounts Payable (AP)

## Organisation Structure

Reporting to: Finance Officer - Accounts Payable (AP)

Responsibility for: Finance and Commercial is the responsibility of the Corporate Director Finance and Commercial, who is the designated deputy Chief Financial Officer. The Corporate Director reports to the Executive Director for Corporate Development, and is responsible for Pensions, Commercial and Procurement, Strategic Finance, Policy and Compliance (Finance), Operational Finance and Revenues and Benefits, and provision of certain financial services to external bodies such as Tricuro.

The Commercial and Procurement function is headed by the Corporate Director who is also the Deputy CFO and provides accountancy and financial support to the four Directorates of Corporate Development, Place, People – Adults & Housing and People - Children.

The Commercial and Procurement Service includes Procurement, the Purchasing Hub, Accounts Payable, Accounts Receivable, Credit Control and Income Generation.

The Commercial and Procurement Function oversees whole authority procurement for goods, services and work and purchasing in line with public contract regulations. In addition, it also has responsibility for the payment of all invoices, collection of income and credit control processes along with existing and future income generating activities

The Finance Assistant – Accounts Payable post reports to the Finance Officer – Accounts Payable who in turn reports to the Source to Pay Manager.

The Finance and Commercial function is on a journey as part of Local Government Reorganisation to:

- remove duplication
- achieve convergence savings
- continue to provide a quality service offering
- help the organisation to transform.

Transformation is key for financial services as we will not achieve the required level of savings simply by reducing headcount. We must think more creatively about what our key outcomes should be and how we enable these rather than continuing with traditional methods of delivery.

The Finance and Commercial team work flexibly. Most of our work is office-based in Dorchester but integration into the service team is often required to improve service delivery.

The Finance and Commercial team operate a hot desk arrangement with 7 desks to 10 people.

The Commercial and Procurement Service has several key responsibilities;

- Compliance with standards, guidance and legislative requirements
- Procuring Goods, Services and Works



- Contract Management
- Managing Supplier relationships
- Managing whole authority purchasing activities
- Delivering best value
- Vendor management
- Processing and payment of all invoices within agreed timescales (Receivable and Payable)
- Managing all income into the authority
- Managing debtors
- Statistical returns and reporting
- Developing revenue generating activities.
- Managing advertising and sponsorship

The Council has an annual spend of in excess of £360m on goods, services and works. The Commercial and Procurement service has responsibility for the end to end procure to pay process to ensure compliance and best value is achieved for the council.

The Accounts Payable main responsibility is to ensure all invoices are paid accurately and within 30 days in line with public contract regulations. The team also provides management of vendor records via the SAP system and other payments required by the authority.

## **Context of Work**

As a Finance Assistant in the Commercial and Procurement team you can expect to work with customers, suppliers, budget holders, and finance colleagues based both in the business and within our own directorate. You may also provide support to internal and external auditors, and colleagues within the external organizations for whom we provide services (Local Enterprise Partnership (LEP) and Tricuro).

Finance Assistant (Accounts Payable) will be responsible for routine tasks in relation to:

- Processing of all invoices ensuring these are paid accurately and within 30 days in line with public contract regulations.
- Processing other payment processes such as advance payments, recurring payments, etc
- Processing all journal and consolidated bill payments in a timely manner.
- Managing multiple email inboxes often requiring investigatory work to identify required response.
- Complete authority payment runs (3 weekly).
- Provide a daily helpdesk facility for suppliers and business area queries ensuring good customer relations
- Manage vendor accounts in SAP including creation of new vendors and managing tasks such as amending bank details (following appropriate procedures).
- Manage purchasing card process for the authority, including requests for new cards, contacting bank for issues and card queries.
- Monitor and process credits and duplicate payments as required.
- Identify & verify Construction Industry Scheme (CIS) vendors and complete monthly CIS returns.
- Assist with any external and internal audit requirements
- Assist in the review and preparation of team documentation, systems and processes, ensuring continuous improvement.

- Provide training to team members on key tasks as required.

All work should be undertaken in accordance with the all corporate policies and procedures and the General Data Protection Regulations which came into effect in May 2018.

### **Travel Requirement**

The post holder may be required to travel to meetings and operational premises within the County, although most of the work will be based in Dorchester.

### **Other information**

The Finance and Commercial Service Plan will set the scope and vision of the service for the future years as the authority goes through transformational change.

<b>Context statement prepared by:</b>			
Manager	Head of Procurement and Commercial	Date	16 July 2019