

## JOB SUMMARY

<b>Post Title</b>	<b><i>Trainee Payments Officer</i></b>						
<b>Job Family</b>	<i>Business Support</i>	<b>Pay Range</b>	<i>5</i>	<b>Line Manager to others?</b>	<i>No</i>	<b>Role profile ref</b>	<i>BS04</i>
<b>Service Area</b>	<i>Payments Team (Corporate Services)</i>						
<b>Line Manager</b>	<i>Payments Team Leader</i>						
<b>Location</b>	<i>Westridge, Ryde / County Hall, Newport/ Agile</i>						

### Job Purpose:

To provide financial and administrative support to raise orders for goods and services required by the Council, to ensure timely and accurate payments to creditors/individuals and the invoicing of income due to the Council.

### Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- Ordering of goods and services and associated queries and amendments in accordance with Council Financial Procedure Regulations, Contract standing orders and procurement policies utilising the Authority's SAP/SRM system.
- Instructing and issuing Purchase Orders and associated queries and amendments to contractors for Isle of Wight Council maintained properties in a timely manner.
- Liaise with relevant service departments to support the administration of SAP framework orders and maintain databases.
- Administering the Council's Government Procurement Card (GPC) Programme and supporting card holders with queries. To deal with queries and be involved in database reviews.
- Issuing Invoices to the relevant body/individual for income due to the Council crediting the correct budget code in accordance with Financial Procedure Regulations.
- Analyse data and provide reports to assist with the wider processes within the Finance Team.
- Work with colleagues across service areas suggesting and implementing improvements to business processes.
- Assist the team leader in delivering requested audit information in a timely manner.

### Knowledge, Skills and Experience

<b>Role Profile requirements.</b>	<b>Job specific examples.</b>	<b>Essential</b>	<b>Desirable</b>
-----------------------------------	-------------------------------	------------------	------------------

### JOB SUMMARY

	(if left blank refer to left hand column)		
Practical experience within the relevant working environment.	<i>Experience of working in an office environment in a financial setting.</i>	*	
Working knowledge of relevant processes and systems.	<i>Knowledge and understanding of the SAP/ SRM System.</i>	*	
Knowledge of the service provided in own area.	<i>Ability to work with colleagues across service areas using Microsoft Applications.</i>  <i>Ability to demonstrate a good working relationship and ability to implement improvements across service areas.</i>	*  *	
ICT skills including use of Microsoft applications.	<i>Strong IT skills, especially intermediated use of applications such as MS Excel.</i>	*	
Good verbal and written communication skills.	<i>Ability to communicate with team members, other departments, and members of the public.</i>	*	
Numerate and accurate with attention to detail.	<i>Ability to support with basic data manipulation and reporting.</i>	*	
Understanding of how to deal with customers appropriately.	<i>Experience of dealing with customers within an office setting.</i>	*	

### Qualifications

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to GCSE	GCSE Maths and English grade 9-4 or equivalent qualification or experience	*	
Level 3 Business Administration or equivalent (including a requirement to work towards this level) or able to demonstrate equivalent experience.	NVQ level 3 in Business Administration, A Levels or able to demonstrate equivalent experience		*

May require relevant certifications including evidence of fluency in English language.

RSA II (Word Processing) or equivalent professional qualification may be required.

### **Organisation Structure (optional)**

JOB SUMMARY

--