**Job Description**

**Creditors Officer**

**Role Profile** Business Specialist 4 Grade G

**Service/Team** Finance – Creditors

**Reports to** Purchase to Pay Manager (Creditors)

**Responsible for** N/A

**Number of posts** 2

**Post number** P7009

**Career Grade** N/A

**My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by…**

Ensuring this part of the job is delivered in this way which has this impact.

**Job Overview**

To support in the delivery of efficient, effective and statutory compliant accounts payable processes and team in Bournemouth, Christchurch and Poole Council.

**Key Responsibilities**

* Ensure that the accounts payable payment runs are processed in accordance with agreed timescales and processes, ensuring any errors/duplicates are dealt with prior to the payment run being finalised.
* Processing of all creditor invoices, ensuring their compliance, and matching with the correct purchase orders.
* Ensuring that all Creditors invoices are processed in a timely fashion allowing payment to occur on time and in line with Suppliers Payment terms.
* Ensuring data entry integrity into the financial management system in order to provide accurate and reliable information for payments, undertake checks to ensure duplicates invoices are avoided or identified and payments returned.
* To ensure that ‘Invoices on Hold’ function in the accounts payable system to monitor why payments / requisitions are blocked in the system and finding a solution to clear these transactions.
* The development, implementation, monitoring and review of creditors processes.
* Ensure that the Creditors Team is appropriately resourced during periods of leave and throughout the working day within the agreed opening/closing times of the organisation.
* Ensure that all suppliers are provided relevant invoice/VAT information in order to confirm their tax liabilities to the HMRC, where relevant.
* Work with the Purchase to Pay Manager (Creditors) to review Creditor processes to ensure that new and updated practices are implemented and staff follow new ways of working.

**Specific Qualifications and Experience**

* Previous experience of working in a customer orientated environment, working with finance and invoice scanning systems.
* Competent IT skills using Outlook, Word, Excel and other software relevant to Purchase to Pay / Creditors systems.

 **Personal Qualities & Attributes**

* Ability to manage one’s own time, set daily priorities, plan and organise work in order to meet specific timeframes and allocated tasks within the role.
* Manage multiple tasks effectively with a high degree of flexibility within a changing workplace environment.

 **Job Requirements**

* Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role.