**Job Description**

**Creditors Assistant**

**Role Profile** Business Support (3) Grade 4/E

**Service/Team** Finance – Creditors

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

**Responsible for** N/A

**Number of posts** 1

**Post number** 106153

**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**

* Process all received post, e-mails, scanned invoices and other electronic invoices, ensuring their compliance, and matching with the correct purchase orders, values, dates and invoice numbers.
* 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.
* To recognise issues and use initiative to identify and resolve and/or discuss proposed solutions with line manager.

**Specific Qualifications and Experience**

* Previous experience of working in a customer orientated environment, working with finance and/or invoice scanning systems.
* Competent computer skills using Outlook, Word and Excel.

**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**

**N/A**