

JOB DESCRIPTION

Financial Services Assistant

Reports to: Senior Revenues Officer

Department/Location: Finance Department / Head office

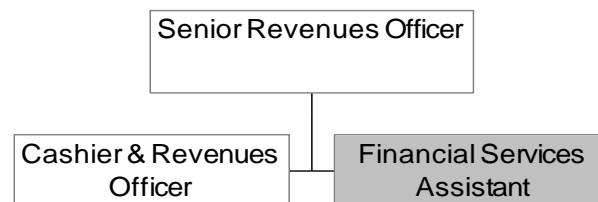
Salary: £17,480-£18,617per annum (pro rata)

Grade: 2

Job Purpose

Provide a comprehensive, efficient and confidential administrative support service to aid the efficient functioning of the Financial Services Section.

Organisational Chart



Dimensions

The Financial Services team currently comprises of seven team members, and the team is broken down into three sections: - Purchase ledger, sales ledger, and Payroll.

The team currently process on average the following volume of transactions: -

- 250 staff salaries across 3 payrolls
- 25 monthly overtime claims
- 20 monthly expense claims
- 30 weekly sickness returns
- 650 purchase invoices per month
- 150 sales invoices per month

General Responsibilities

- SYPTE's aim is to provide the best Public Transport system possible. The objective is the pursuit of excellence in meeting the needs of all potential passengers.
- SYPTE is fully committed to the active promotion of equal opportunities in its capacity as an employer. It is the individual responsibility of every employee to seek to ensure the practical application of this policy.
- Under the Health and Safety at Work Act, all employees are required both to take care of their own health and safety and that of other employees and to co-operate with their employers in complying with their statutory duties.
- SYPTE and its Managers are fully committed to the learning and development of employees.

Responsibilities/Key Accountabilities

1. Maintain and regularly update various payroll related databases and spreadsheets to ensure accurate information is available to produce monthly payroll information.
2. Liaise with key personnel throughout the organisation to ensure that sickness records and any other appropriate records are maintained in an accurate manner to ensure the correct payment for sickness absence and the database used for sickness recording is kept up to date.
3. Collate and record overtime and expense claim on a monthly basis, updating electronic records accordingly in order that our payroll provider can be notified of such payments.
4. Update and maintain filing systems relating to Payroll and sickness records to ensure efficient retrieval of these (and other related) documents.
5. Assist in the daily processing of invoices and payments to ensure the timely and accurate payment to creditors and operators to ensure that all creditors are paid within contractual obligations.

6. Assist in the administration of the organisations sales ledger raising and issuing sales invoices to debtors in an efficient and cost effective manner.
7. Provide an administrative support service to the Finance Department to assist in the efficient operation of the Department when required.
8. Any other duties commensurate with the post as directed by the –Senior Revenues Officer.

Planning and Organisation:

- The post holder will be required to take a proactive approach in planning and organising the systems in place to support the Financial Services team.
- On a day-to-day basis work is determined by the Senior Revenues Officer.
- Pro-actively manage their workload in order to continuously meet deadlines and objectives
- Contribute to team working within the Finance Department and liaise with internal and external contacts to continually improve efficiency.
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Decision Making and Use of Judgement

- The post holder will be expected to use personal judgement and initiative in carrying out the role. Day-to-day decisions and judgements are made on general time management issues, administration and project responsibilities. Guidance will be sought from the –Senior Revenues Officer as and when required.
- The postholder will be expected to respond to queries raised by third parties, respecting the various needs for confidentiality.

Essential Internal and External Relationships

The post holder will deal professionally and confidentially with all levels within the organisation. There will also be direct contact with SYPTE's partners and other outside bodies, usually at senior level including Stakeholders, the organisations Insurance Brokers and the public.

Person Specification – essential (E) & desirable (D) (How identified – application form (A) & interview (I))

Knowledge

GCSE (Grade C or above) or equivalent in English and Mathematics

E/D A/I

E

A

Good knowledge of windows-based word processing, databases and spreadsheet packages	E	A
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Skills	E/D	A/I
Computer literacy skills – <i>Performs basic tasks in the operating system environment</i>	E	I
<i>Analytical and numeric skills – Collects and manipulates data</i>	E	I
<i>Administration skills – users core systems</i>	E	I
Ability to deal confidently and confidentially with people at all levels both internally and externally	E	I
Good interpersonal skills and the ability to work as part of a team	E	A/I

Behavioural Competencies	E/D	A/I
<u>Living our Values:</u>		
Customer & Stakeholder Driven – <i>Responds positively to customer/stakeholder requests</i>	E	I
Team Working – <i>Cooperates; a good team player</i>	E	A/I
Integrity & Respect – <i>Behaves consistently within own stated values and beliefs</i>	E	I
Achieving & Challenging – <i>Committed to doing a good job</i>	E	I
<u>Delivering With & Through Others:</u>		
Flexible & Adaptable – <i>Accepts need for flexibility and adaptability</i>	E	I

Experience	E/D	A/I
Proven experience of computerised financial systems ledger packages	E	A
Proven experience of working in finance office environment	E	A/I
Proven experience in processing payroll	D	I

Post Holder	Line Manager
Agreed by:	Agreed by:
Signature:	Signature:
Date:	Date:

