

Post Specification

Date	April 2025
PG Number	8550
Post Title	Purchase to Pay & Accounts Receivable Subject Matter Expert
Job Family	Organisational Support
Job Family Role Profile	OS7
Final Grade	Grade 7

To be read in conjunction with the job family role profile

Service Area description	
<p>The Purchase to Pay and Accounts Receivable Team is part of the Finance Directorate. The team provide the operational delivery of the accounts payable and recievable funcations for Finance.</p>	
Purpose of this post	
<p>To support the delivery of an efficient, robust and quality Finance operation that delivers a good and improving customer experience in line with the council's obligations.</p> <p>To acquire in-depth knowledge of services and process requirements and delivery. To share this within and amongst teams to ensure the adoption of best practice, to improve the customer experience and improve efficiency. To perform team tasks and assist with workflow management as required to deliver services within SLAs and to the required quality.</p>	
Key job specific accountabilities	
<ol style="list-style-type: none"> 1. Provide guidance to the team facilitating learning and assisting with team workload to ensure work is completed to quality and within timescales. Share knowledge and document processes. 2. Providing operational support by organising workflow, working in and across teams as necessary. 3. To raise and assist in resolving issues, making suggestions for improvements and assist in implementing both in own team and in others as appropriate. 4. Acquire knowledge and develop expertise in other areas. Build relationships to facilitate cross team learning and implementation of service improvements 5. Complete team work demonstrating a high degree of skill, experience, quality and efficiency. 6. Ensure adherence to policy, regulatory and statutory requirements and adherence to and implementation of audit recommendations <p>Please note annual targets will be discussed during the appraisal process</p>	
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Key facts and figures of the post	
Budget Responsibilities	No direct budget responsibilities
Staff Management Responsibilities	Organise and co-ordinate the work of staff as required. Support team leader as required
Other	•

Essential Criteria - Qualifications, knowledge, experience and expertise

- Highly skilled and experienced in at least one area of the Finance operations with the ability to acquire expertise in others
- Superior level of knowledge that has been applied to achieve better outcomes
- Highly developed interpersonal skills and consistent demonstration of a one team approach
- Evidence of supporting colleagues both in own and other teams to deliver service and achieve good customer outcomes
- Experience of stakeholder management, and influencing to get agreement and best outcomes
- Evidence of suggestions and experience of service and process improvements.
- Adherence to policy, regulatory and statutory requirements
- Adherence to and implementation of audit recommendations
- Maintain knowledge of work area, processes and systems to ensure skills and compliance are up to date
- Ability to communicate with individuals at all levels of the organisation both internal/external
- Ability to compile and analyse statistical data / information
- Proven track record of providing clear, balanced advice and guidance on work issues.
- Experience of working in a Local Authority environment.
- Experience of managing complex systems handling large volumes of data
- Qualifications - NVQ level 2 or 3 or appropriate experience

Job working circumstances

Emotional Demands	<ul style="list-style-type: none">• Working with minimal emotional demands
Physical Demands	<ul style="list-style-type: none">• Mainly office based
Working Conditions	<ul style="list-style-type: none">• Office based