



## ADUR & WORTHING COUNCILS

### Job Description

<b>Authority:</b>	ADC / WBC
<b>Directorate:</b>	Digital & Resources
<b>Section:</b>	Financial Services
<b>Post Title:</b>	Exchequer Services Administration Officer
<b>Post Number:</b>	10219
<b>Accountable to:</b>	Exchequer Services Manager
<b>Management responsibility for:</b>	None
<b>Authority to liaise with:</b>	Other Council Staff, External Suppliers and Customers
<b>Meetings attended on a regular basis:</b>	None
<b>Work style</b>	Flexible

#### Principal purpose of job (role summary)

To provide support for the collection of sundry debtors income and the payment of supplier accounts. To provide support and assistance in the performance of creditor payments and sundry debtors functions respectively, and to provide any other administrative support to the Exchequer Services Section as may be deemed necessary by the Exchequer Manager.

#### Main duties, tasks and responsibilities of post holder

1. To assist with the processing of sundry debtors and creditors invoices.
2. To maintain customer's and supplier's standing details to facilitate correct processing of debtor and creditor invoices
3. To input entries for manual payments and amounts debited direct to the Council's bank account to prevent system cheques being generated in respect of the invoices processed for these payments.
4. Enveloping and dispatch of remittance advice's/ cheques and Sundry Debtor Invoices
5. Dealing with supplier, customer or other council employee enquiries by

phone, in person or in writing in order to ensure invoices are processed correctly and in accordance with approved procedures and timetables.

6. Providing assistance in the collation of statistical information or performance of other tasks as may be necessary from time to time in accordance with the direction and supervision of the Exchequer Manager.
7. To provide high standards of care to internal and external customers, to comply with Corporate Council Policies, and with any requirements under the Freedom of Information and Data Protection Acts.
8. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
9. Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.
10. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
11. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

**Job Description agreed by:**

<b>Post holder:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Executive Head of Service:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	

