**ROLE SPECIFIC CRITERIA**

This document needs to be read in conjunction with the role profile.

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| --- | --- | --- | --- |
| **Post Title:** | Payments Officer | | |
| **Role Profile Name:** | Finance Officer 1 | | |
| **Role Profile No:** | RP129 | | |
| **Role Profile Cluster:** | Finance | | |
| **Date:** | 25/11/24 | | |
| **Specific Qualifications & Level:** | | | |
| A Levels, NVQ Level 2 or 3, BTEC in a relevant or an equivalent qualification [such as Business or Financial Administration] or equivalent experience.  Has experience of controlling payment systems and procedures to ensure payments made by the Council comply with all statutory and regulatory framework requirements. | | | |
| **Specific Knowledge & Experience**: | | | |
| At least 2 years’ experience in a payments environment working with a high degree of diversity, business needs and priorities.  A sound working knowledge of the regulatory framework of the Construction Industry Taxation Scheme, VAT and GDPR. | | | |
| **Professional Memberships:** | | | |
| A recognized accountancy/financial qualification or equivalent is desirable. | | | |
| **Additional Duties Specific to this Role:** | | | |
| Ability to make decisions, work on own initiative and complete complex tasks within agreed timescales.  Knowledge of Agresso based systems or similar. Knowledge of Bankline.  Highly numerate, with the proven ability to understand, analyse, interpret and explain complicated information and data.  Deliver training programmes for new and improved applications, supporting users with training materials.  Ability to undertake specific projects including the development of new financial systems and processes in the test environment.  Ability to cope with conflicting demands and deadlines | | | |
| **DBS:** | **n/a** | **Basic** | **Enhanced** |
|  |  |  |  |
| **Politically Restricted:** | **Yes** |  | **No** |
| **Specify why (refer to guidance):** |  | | |
| **Any Other checks – please specify:** |  | | |
| **Driving Licence:** | **Yes** |  | **No** |
| **Travel:** |  |  |  |
|  | | | |
| **Outside of Normal Working Hours:** | **Yes** |  | **No** |
|  | | | |
| **Standby/Callout:** | **Yes** |  | **No** |
|  | | | |
| **Budget Responsibilities:** | | | |
|  | | | |
| **Revenue Budget:** | **£:** |  | |
| **Income Target:** | **£:** |  | |
| **Expenditure:** | **£:** |  | |

June 2024