



JOB PROFILE

JOB TITLE:	Accounts Payable / Receivable Assistant (Exchequer Services)
SALARY GRADE:	Grade 5
SALARY RANGE:	£25,584 - £27,269
PAY REVIEW REFERENCE:	A43
DIRECTORATE:	Finance
TEAM:	Exchequer Services
LOCATION OF WORK:	Service Headquarters
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Exchequer Services Supervisor

JOB SUMMARY

To prepare batches in relation to customer and supplier invoices from source documentation and assist in resolving disputes arising from those invoices.

MAIN DUTIES / RESPONSIBILITIES

1. Prepare order invoices / non-order invoices for payment.
2. Prepare sales invoices for customers, issue reminders and make referral to Litigation as part of the credit control procedures.
3. To deal with queries from expense claimants and undertake retrospective checks of personal expense claims and take the necessary corrective action as and when required.
4. Liaising with customers and suppliers in relation to invoice payments due.
5. Liaising with Budget Managers across the Service to ensure appropriate documentation is received to enable payments to be made promptly.
6. Verifying invoices received from suppliers in respect of the calculations contained within them, particularly in regard to VAT and CIT.
7. To assist in registering suppliers' invoices.
8. To ensure the relevant receipting of goods and services by the authoriser on the Authority's prime financial system.
9. To assist in the maintenance of the customer and supplier database.
10. To assist with the processing of sales invoice requests in relation to Chargeable Special Services.

11. File and archive invoice payments documentation.
12. To deputise for the Exchequer Services Supervisor in their absence.
13. To undertake any other duties of a similar nature and responsibility as and when required

MERSEYSIDE FIRE & RESCUE SERVICE OUR VISION

To be the best Fire & Rescue Service in the UK. One team, putting its communities first.

MERSEYSIDE FIRE & RESCUE SERVICE OUR PURPOSE

Here to serve. Here to protect. Here to keep you safe.

WORKING WITH MERSEYSIDE FIRE & RESCUE SERVICE OUR VALUES

It is essential that all employees of Merseyside Fire & Rescue Service (MF&RS) both operational and non operational are committed to encourage and promote the values of MF&RS and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. The Authority expects all of its employees to have and be able to demonstrate the following personal values:

We serve with courage

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

We serve with integrity

- By doing the right thing even when its hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with compassion

- By acting with empathy and kindness
- By actively listening – hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

CORE REQUIREMENTS – EQUALITY & DIVERSITY, HEALTH & SAFETY, CONFIDENTIALITY & DATA PROTECTION

To be responsible for ensuring that your conduct and behaviour accords with Service Policies on Equality and Fairness at Work and Ground Rules, and for promoting an environment of dignity and respect amongst colleagues.

It is the policy of Merseyside Fire & Rescue Authority (MFRA) to provide, maintain and seek continual improvement of, as far as is reasonably practicable, a safe working environment for all of its employees and for others that may be affected by its activities. Everyone has a personal responsibility for their own safety and health, for others in the workplace and for the environment in which they work. It is, therefore, the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

Confidentiality / data protection regarding all personal information and Authority activity must be maintained at all times (both in and out of work). The post holder must be able to recognise the importance and sensitivity of issues, ensuring that confidentiality is maintained at all times. All employees should ensure that they are familiar with and adhere to the Authority's data protection policy.

REVIEW ARRANGEMENTS

The details contained in this job profile reflect the content of this job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job profile from time to time and will consult with the post holder at the appropriate time.

Date job profile prepared / revised:	S Nugent
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Prepared / revised by:	November 2024
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