



JOB TITLE:	Accounts Payable / Receivable Assistant (Exchequer Services)
SALARY GRADE:	Grade 5
JE REFERENCE:	A43
DIRECTORATE:	Finance
TEAM:	Exchequer Services
LOCATION OF WORK:	Service Headquarters
HOURS OF WORK:	21
DIRECTLY RESPONSIBLE TO:	Exchequer Services Supervisor
LEADERSHIP BEHAVIOUR LEVEL:	Leading Yourself

MAIN JOB PURPOSE

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

The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.

KEY AREAS OF RESPONSIBILITY

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

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our 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 it is 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

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

LEADING YOURSELF

Personal Impact	I demonstrate Service values and behaviours.	I value inclusion and set a positive example to others.	I reflect on my own strengths and see the strengths of others (using colours).
Outstanding Leadership	I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same.	I take responsibility and accountability for the quality of my own work.	I role model proactively, learning new skills and behaviours.
Service Delivery	I find out about my local community risks & associated behaviours to ensure we are offering the best service.	I plan ahead and prioritise my work, managing my time effectively to get things done.	I work to foster trust with others & build constructive working relationships to achieve goals.
Org. Effectiveness	I know what the key organisational goals are and how I contribute.	I work within the organisation's policies, procedures and processes.	I continuously seek to improve my performance & share my ideas.



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Salary:	Grade 5	Directorate:	Finance
JE Reference:	A43		

	QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
	Mathematics & English qualifications i.e. G.C.S.E.	E	P D
	Finance related qualification.	D	P D
	KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
	Proven ability to work accurately to tight deadlines.	E	A & I
	Previous experience working in a similar environment.	E	A & I
	An understanding of accountancy related principles.	D	A & I
	Knowledge of the Fire Authority's Contract Standing Orders and Financial Regulations.	D	A & I
	Knowledge of the rules in relation to VAT.	D	A & I
	Familiar with eFinancials Management Information System and Business Objects Report Writer.	D	A & I
	Experience of budget monitoring within a cost centre environment.	D	A & I
	Experience of working as part of a team within a financial environment.	D	A & I
	Proven ability to work with minimum supervision.	D	A & I
	Familiar with the Document Management system.	D	A & I
	SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
	Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing with a wide range of people in a clear and accurate manner.	E	A & I
	Good advisory and guidance skills.	E	A & I
	Good judgment and analytical skills with regards to problem solving.	E	A & I
	Ability to work to deadlines, which are occasionally subject to conflicting demands.	E	A & I
	Highly organised with good time management skills.	E	A & I
	A good team player.	E	A & I
	Competent at using Microsoft packages including Word and Excel.	E	A & I
	Ability to use a keyboard with both precision and speed.	E	A & I
	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
	Meet the medical and fitness standard required for the role.	E	A & I
	Standard DBS check (verification of unspent criminal records will be undertaken in the form of a Standard Disclosure Barring Service check).	E	P D
	WORK RELATED CIRCUMSTANCES	ESSENTIAL/DESIRABLE	ASSESSED BY
	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
	Meet the medical and fitness standard required for the role	E	MFRS

	Enhanced Disclosure Barring Service check verification of unspent criminal records will be undertaken in the in the form of a standard disclosure barring service check	E	MFRS
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A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will facilitate
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