

Job Description: Finance Assistant - Payments (Maternity Cover – Fixed Term Contract)

Reports to: Assistant Accountant – Transactions

Directorate/team: Corporate Services / Finance

Grade: Grade 2

Job Purpose:

We are seeking a proactive and detail-focused Finance Assistant to join our Finance Transactions Services Team on an approximately 12-month maternity cover. This role will support both AP and AR functions, ensuring accurate processing, timely payments, efficient collections, and high-quality core transactional processing support activities across more than one service area. Whilst maintaining a clear audit trail. The role must also deliver a good working relationship with internal and external customers and suppliers.

Core Accountabilities:

1. Processing finance and accounting payment related business transactions for the Finance team.
2. Provide advice on payments and receivables (customers) queries and processes.
3. Provision of general transactional support to the work of the Finance Team
4. Contribute to the delivery of the transaction team's agreed objectives.
5. Participate in relevant projects that support the delivery of the LGA Business Plan.
6. Undertake all responsibilities with due regard to the LGA's Health and Safety, Equal Opportunities and Environmental policies.
7. Establish own priorities and organise own workload ensuring that activities are organised to specification and tight deadlines.
8. Act as an effective team member providing assistance to others as requested.
9. Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities

- 1 Process high volumes of supplier invoices accurately, ensuring correct coding, approvals, and VAT treatment.
- 2 Validate invoices against purchase orders and resolving discrepancies promptly.
- 3 Reconcile supplier statements regularly and investigate outstanding items.
- 4 Maintain accurate and up-to-date supplier and customer account information.
- 5 Prepare and issue customer invoices in line with contracts or sales orders.
- 6 Allocate and reconcile customer receipts, resolving any misallocated or unallocated cash.
- 7 Monitor outstanding customer balances and support credit control activities, including timely follow-ups on overdue invoices.
- 8 Respond to supplier, customer, and internal queries in a timely and professional manner, ensuring issues are resolved efficiently.
- 9 Collaborate with other internal teams to resolve invoice, PO, or payment discrepancies.

Relevant Contacts:

Local authorities

Local authority partnering organisations

LGA

Strategic Management Team

LGA management and service users

ADASS, CCN, PSAA, UKMBA

Local Partnerships, Leadership Centre

Other

HMRC

Auditors

Central Government Departments

Partner organisations in the public and private sector.

Person Specification: Finance Support Officer - Transactions

Qualifications	<ul style="list-style-type: none">• Relevant financial qualification or is working towards a basic technical accounting qualification or equivalent experience.
Knowledge and experience	<ul style="list-style-type: none">• Good administrative experience and knowledge of Finance systems and procedures within a finance environment.• Experience in a range of finance processes.• Knowledge of accounting principles.• Experience of working within a team environment.• Experience of a range of software packages including Word, Excel, e-mail and the internet.
Skills and abilities	<ul style="list-style-type: none">• Good interpersonal skills, with the ability to deal with members, other clients, customers, suppliers and colleagues with courtesy, tact and sensitivity.• Analytical and problem-solving skills in order resolve customer payment issues.• Ability to use spreadsheets to manipulate financial data and produce accurate and understandable information.• Reconciliation skills.• A demonstrable commitment to customer care.• Good organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.• Ability to work as part of a team and to support others.• Flexible approach to work, with a keenness to adapt to meet changing work requirements.• A positive, “can do” attitude.