



## **JOB DESCRIPTION QUESTIONNAIRE**

**DIRECTORATE:** Resources  
**DEPT/DIST:** Finance  
**SECTION:** Accounts Payable & Receivable

**JOB TITLE:** Accounts Payable & Receivable Specialist  
**REPORTS TO:** Accounts Payable & Receivable Team Leader

**VETTING LEVEL:** RV  
**CURRENT RANK/GRADE:** B  
**DATE:** April 2025

### **1. JOB PURPOSE:**

To undertake specialist tasks to maintain the Force's Accounts Payable & Receivable system and processes. To act as the Force Finance Department's principal point of contact for both internal and external customers of the Accounts Payable & Receivable service.

### **2. PRINCIPAL ACCOUNTABILITIES:**

- a) Ensure that Accounts Payable invoices are processed in a timely manner; after ensuring that they have been coded, authorised, and that the correct rate of VAT has been applied before payment is made. Validating invoice data against completed goods received notes before payment to ensure that only invoices that should be are processed for payment.
- b) Proactively perform regular reviews of unpaid Accounts Payable invoices, identifying why these items remain unpaid; and actively following- up these reasons with a view to resolving the problem, by supporting the stakeholders through this resolution process.
- c) Investigate and resolve items of excess cost on invoices, through initial challenge with suppliers, and then – if appropriate – requesting changes to the details of the purchase orders with admin teams.

- d) Evaluate invoices to determine whether there is a liability under the HMRC Construction Industry Scheme. Prepare the statutory documentation required under the scheme make the necessary deductions from subcontractors and forward sums deducted to HMRC.
- e) Allocate income received to the correct debtor account, ensuring that the Force correctly records that current amounts that remain outstanding. Liaising with Financial Operations team to ensure allocations are correctly applied and accounted for.
- f) Support the recovery of Accounts Receivable by responding to queries from individuals in relation to the level of outstanding debt, and taking payments over the telephone, liaising with colleagues in Financial Operations in relation to these electronic payments.
- g) Convey income (cash and cheques) to the bank on behalf of the Force Finance Department, so as to provide secure and efficient banking arrangements.
- h) Act as the Force Finance Department's principal point of contact for both internal and external customers, in relation to Accounts Payable and Receivable queries, through emails, telephone or in person contact.
- i) Monitor supplier statements and respond to threats of account suspension and court action so as to maintain the continuity of supply of goods and services to the Force.
- j) Undertake any other duties of a similar nature that may be assigned from time-to-time, to ensure the continuity of an effective accounts payable and receivables service for the Force.
- k) Be accountable for all Health & Safety Issues, to include risk management, pertaining to the postholder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.

### **3a. KNOWLEDGE AND EXPERIENCE:**

Ability to work under pressure together with organisational skills in prioritizing own workload. The postholder must perform within a section that works as a team to ensure that deadlines are achieved.

Oral and written communication skills are important to respond to queries from both internal and external customers.

Good working knowledge of the HMRC Construction Scheme and VAT as applied to Accounts Payable and Receivable.

Experience of operating within a strict set of internal financial and procedures, and where relevant, financial policies of external bodies such as the Home Office to

ensure that legally enforceable invoices, and related transactions, are issued and the income is recovered.

Ability to work accurately with a great attention to detail are essential to this role; to ensure the accurate recording and maintenance of all transactions within the remit of the postholder. Experience of working with a financial accounting system, and an appreciation of the key interfaces between the General Ledger, Payables & Receivables modules.

**3b.**

#### **4. RELATIONSHIPS:**

**a) Supervisory responsibilities:**

No direct reports

**b) Supervision Received:**

Directly accountable to the Accounts Payable & Receivable Team Leader

**c) Other Contacts:**

**i) Within Merseyside Police:**

Daily contact with authorising managers across the Force, Admin teams, and Central Finance teams to resolve queries regarding payment of invoices, or receipt of monies by the Force.

**ii) Outside Merseyside Police:**

Daily contact with external suppliers or goods and services, other Forces, Government Agencies and other funding partners, to resolve queries regarding payment of invoices, or receipt of monies by the Force.

#### **5. CONTEXT:**

**a) Operating Environment:**

Postholder works within the Force flexible working hours scheme.

**b) Framework and Boundaries:**

Financial Regulations, Force financial instructions and accounting standards, and statutory legislation, to meet operational needs.

**c) Organisation:**

No direct reports

#### **6. DIMENSIONS:**

**Financial:**

No direct budget ownership, however, the postholder will be responsible for accurately processing c.£135m of purchase invoices, which will have a direct impact upon the financial (and reputational) position of the Force.

**Staff:**

No direct reports

**Other:**

#### **7. JOB CHALLENGES:**

The post holder will be required to maintain key relationships within the remit of their day-to-day responsibilities.

Achieving deadlines and maintaining the required level of service in a busy department.

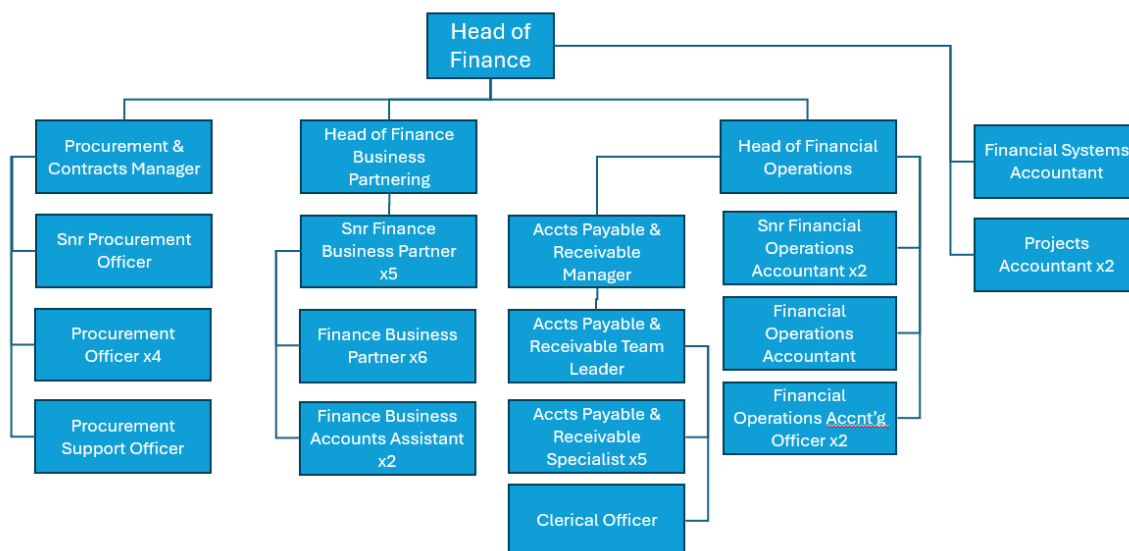
Responding to queries from members of the public - especially if they are aggressive or distressed about a debt that we are recovering - requires a significant level of emotional intelligence and empathy.

**8. ADDITIONAL INFORMATION:**

Having regard to separation of duties and not all principal accountabilities will be assigned to all post holders all of the time. It is expected that areas of responsibility will be defined and assigned by the Accounts Payable & Receivable Manager.

**9. ORGANISATIONAL STRUCTURE:**

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



**10. AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER'S NAME:

**(Please print in block capitals)**

POSTHOLDER'S SIGNATURE:

Extn:

Date:

MANAGER'S NAME:

**(Please print in block capitals)**

MANAGER'S SIGNATURE:

Extn:

Date: