

# JOB DESCRIPTION QUESTIONNAIRE

## HMI CATEGORY CODE:

DIRECTORATE:

AREA/DEPT:

FAU:

SECTION:

JOB TITLE:

CURRENT RANK/GRADE:

DATE:

RESOURCES

FINANCE

FINANCE

EXCHEQUER SERVICES

EXCHEQUER SERVICES OFFICER

B

JANUARY 2009

**1. JOB PURPOSE:** (Briefly state your job's overall objectives.  
To.....")

To undertake specialist tasks in connection with creditor payments and the receipt of income and to provide assistance with regard to the pre-payment checking of invoices.

## 2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

Ensure that creditor invoices are coded, authorised, and that the correct rate of VAT has been applied and is properly accounted for before payment is made. Validating invoice data against completed goods received notes before payment to ensure that only legitimate invoices are processed for payment; and review unpaid invoices to establish whether goods received notes have been completed, so that invoices can be paid in accordance with Force procedures.

Process order (i.e. Matched) and non-order (i.e. Non-matched) invoices for payment, ensuring that the correct suppliers are paid for their services. Distributing non-order invoices, to obtain authorisation to pay to Areas/Depts and identifying excess costs that need authorisation for payment by local managers in accordance with financial procedures.

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.

Process sundry debtor forms to produce official invoices. Respond to enquiries (internal & external) in respect of sundry debtor invoices. Allocate income received to the correct debtor account, thus supporting the sundry debtor system.

Operate the Headquarters Imprest Account on a day to day basis thus ensuring an effective service is provided. Make payments from the Imprest Account in accordance with approved policies and procedures. Undertake the weekly reconciliation of HQ Imprest Account and effect reimbursement of the account by processing authorized claims.

Record income received by Exchequer Services through the mail system, and daily banking receipts to provide a register of payments received whilst adequately separating the duties of receiving and allocating income; to ensure effective financial management in the Force.

Convey income (cash and cheques) to the bank on behalf of Exchequer Services so as to provide secure and efficient banking arrangements. Collect HQ Imprest cash from the bank so as to ensure a safe and efficient source of petty cash at Force Level.

Respond to telephone queries from Creditors, debtors or individuals within the Force regarding payments or income transactions so as to ensure that the information requirements of all customers are satisfied.

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.

Undertake general clerical duties as and when required, to support the effective operation of the Exchequer function and provide cover for the Senior Exchequer Services Officer, in respect of debt recovery duties so that continuity of service may be achieved.

Be accountable for all Health & Safety Issues, to include risk management, pertaining to the postholder's area of responsibility in order to fulfill the statutory obligations of the Health and Safety at Work Act 1974.

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

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

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 so as to ensure that deadlines are achieved.

Oral and written communication skills are important in order 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, Debtors & Creditors modules.

**3b.** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No

## 4. RELATIONSHIPS:

**a) Supervisory responsibilities:**

No direct reports

**b) Supervision Received:**

Directly Accountable to the Senior Exchequer Services Officer

**c) Other Contacts:**

**i) Within Merseyside Police:**

Daily contact with authorising managers across the Force, 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 of 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:** (Services provided, work patterns, who are the customers)

Postholder works within the Force flexible working hours scheme

**b) Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

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

**c) Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).  
No direct reports

## 6. DIMENSIONS:

 (Indicate in quantitative terms, key areas on which your job has an impact).

**Financial:**

N/A

**Staff:**

No direct reports

**Other:**

## 7. JOB CHALLENGES:

 (Describe the most challenging or complex parts of your job).

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.

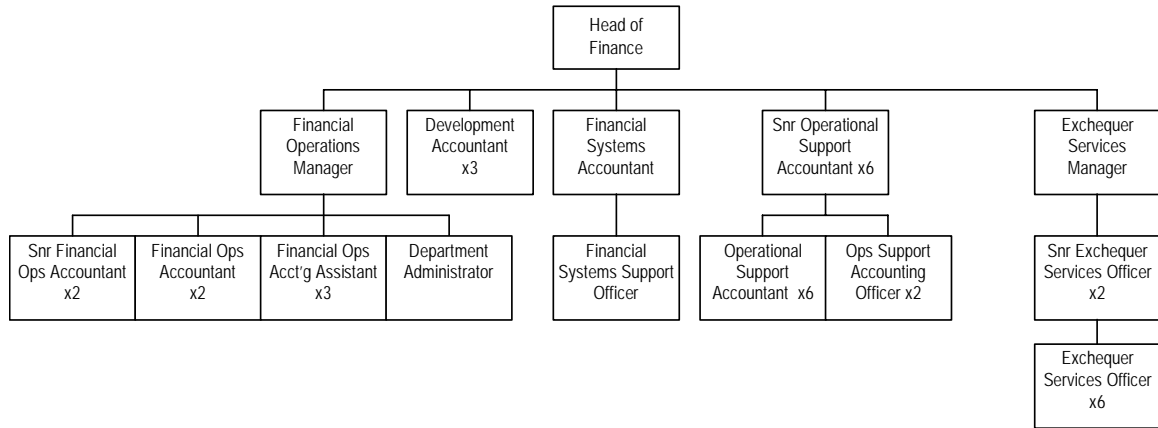
## 8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

Having regard to separation of duties not all principal accountabilities will be assigned to all post holders all of the time. One of the post holders will be assigned the duties of Headquarters Cashier.

### 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:

Date:

Extn:

MANAGER'S NAME:  
**(Please print in block capitals)**

MANAGER'S SIGNATURE:

Date:

Extn: