



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

### POA CATEGORY CODE:

**DIRECTORATE:** Resources  
**STRAND/DEPT:** Finance  
**SECTION:** Financial Transactions Services  
**JOB TITLE:** **FINANCIAL TRANSACTIONS  
TEAM LEADER**  
**REPORTS TO:** Financial Transactions Services Manager  
**CURRENT RANK/GRADE:** **E**  
**DATE:** November 2024

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

To oversee the day-to-day financial operations of accounts payable and accounts receivable. To contribute to and monitor processes and procedures so as to maintain effective central payments systems and income recovery on behalf of the Force.

To support and deputise for the Financial Transactions Services Manager.

### 2. PRINCIPAL ACCOUNTABILITIES:

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

- a) Supervise a team of multi-functional accounts payable, receivable and administrative staff, taking responsibility for their tasking, support and development, to ensure that Command Teams, their staff and members of the public receive an effective and efficient service in respect of financial administration within accounts payable and receivable function.
- b) Control and authorise master debtor records ensuring accuracy, use of Force systems to obtain up to date contact details ensuring compliance with Financial Regulations and procedures.
- c) Manage the processing and issuing of new debtor invoices. Create periodic invoices and recurring bill plans to assist with the pursuing and recovery of outstanding debts.

- d) Manage the recovery of overdue debts, deciding upon the most appropriate measure to achieve this, including liaising with Legal Services to pursue legal action. Ensuring that all monies owed to the Force are either recovered in full, or else treated in a manner that is consistent with the policy and procedures. Prepare write off files for approval by Head of Finance and Procurement.
- e) Negotiate and enforce repayment schedules when debtors are experiencing financial difficulty to ensure that debts are recovered in a manner which is sensitive to the circumstances of the debtor. Lead on an annual review process of payment plans working with management team, legal services and third-party debtors.
- f) Control the business area income account, including arranging the receipt, balancing and banking of income, ensuring they are coded or recorded correctly and maintaining accurate records ensuring compliance with financial regulations including payment card industry (PCI)
- g) Manage the process for payment of supplier invoices by allocating costs to an appropriate Purchase order, cost centre and detail codes and checking for accuracy of details, ensuring supplier payment deadlines are met, avoiding non-payment and compliance with financial regulations.
- h) Support and deputise for the Financial Transactions Services Manager for continuity of service provision during absence or abstraction.
- i) Provide training and advice to operational and non-operational staff and members of the public in respect of all duties commensurate with the role, specifically around transactional administrative/financial services.
- j) Be accountable for all Health and Safety issues, including risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.
- k) Ensure that staff are trained and that all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing, including the Home Office Code of Practice on the Management of Police Information (MoPI)

### **3(a) KNOWLEDGE AND EXPERIENCE:**

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

A skilled background in finance with a relevant Level 4 qualification in finance or significant experience in dealing with corporate Financial Transactions.

Experience of working under pressure in a supervisory capacity with a high level of interpersonal skills to develop and promote teamwork and motivate staff. The post holder must be self-motivated and flexible, with the ability to work on their own initiative but also perform within a section that works as a team so as to ensure that deadlines are achieved.

Ability to communicate effectively, both verbally and in writing, to operational and non-operational staff and members of the public.

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

Knowledge of law and legal process, in respect of debtors is required so as to be in a position to offer solutions and suggest legitimate course of action. The post holder is expected to provide informed suggestions in respect of debt recovery to both managers and Legal Services.

Experience of operating within a strict set of internal financial processes 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.

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

No

## **4. RELATIONSHIPS:**

### **(a) *Supervisory responsibilities:***

Direct accountability for 5 Exchequer Services Officers and 1 Clerical Officer

(b) ***Supervision Received:***

Directly accountable to the Financial Transactions Services Manager

(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 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:*** (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).

Financial Transaction Services Officer – to assist the Senior Financial Transaction Services Officer with the recovery of sundry debtor income to the Force, and the processing of creditor invoices.

Clerical Officer – to assist the Senior Financial Transaction Services Officer with the recovery of sundry debtor income to the Force.

## 6. **DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

***Financial:*** N/A

***Staff:*** 6 direct reports

***Other:*** N/A

**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.

Undertake other administrative duties commensurate with the grade, when appropriate, to ensure the efficient running of the department. This may include working from other locations within the force.

**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).

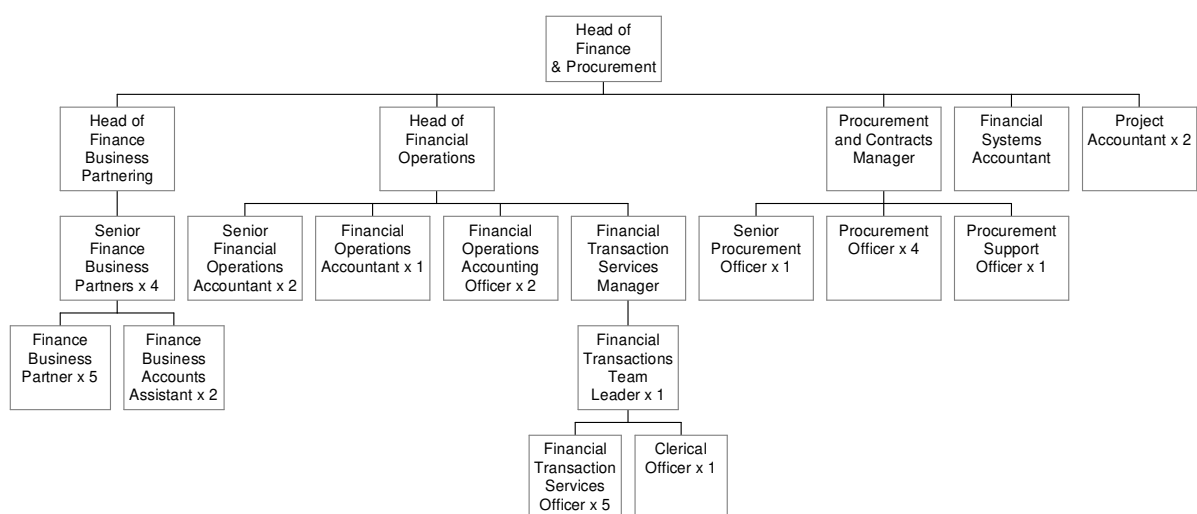
**9. VETTING LEVEL / POLITICALLY RESTRICTED :**

(What level of vetting is required for the post and is it classed as a politically restricted post).

The post requires Recruitment Vetting (RV)

**10. ORGANISATIONAL STRUCTURE:**

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



**11. 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