



**A Partnership To Build Sustainable
Communities**

The Shropshire Housing Group was formed in 2007 to provide a partnership framework enabling Meres and Mosses Housing Association and South Shropshire Housing Association to work together to deliver new affordable homes and first class services to the tenants of the Group's 4500 properties across Shropshire.

PAYMENTS OFFICER – 1 Year Fixed Term Contract - Maternity Cover – Ref: RFI005

Salary Scale B: £15,372 - £18,906, 35 hours per week, Main location: Craven Arms

The successful candidate will be experienced in processing purchase Invoices and generating payments to suppliers. This role will also involve liaising with suppliers and budget holders. To excel in this role you will be numerate and have good people skills and a desire to deliver excellence to tight deadlines. Your main duties will include processing Purchase Invoices for payment; liaising with suppliers and budget holders; ensuring that specific controls around VAT are adhered to.

Closing date: 10am Monday, 20th September 2010

Interviews: Thursday, 23rd September 2010

Posts involving contact with children or vulnerable adults will be subject to an appropriate criminal record disclosure

The Group offers excellent terms and conditions of employment,, contributory pension scheme, and 23 days' holiday (pro rata) increasing with service.

For an application pack please contact Customer Services at Shropshire Housing Group, Talbot House, High Street, Wem, Shropshire, SY4 5AA. Tel: 01588 676200 or 01939 238840 (both "option 2") or e-mail your address to customerservices@shropshirehousing.org.uk quoting the post reference. Alternatively please go to our website www.shropshirehousing.org.uk and follow the links to the vacancy page.

Shropshire Housing Group is committed to equal opportunities and welcomes applications from everyone



INVESTOR IN PEOPLE



business for neighbourhoods



SHROPSHIRE HOUSING GROUP

JOB DESCRIPTION

POST: Payments Officer (SSHA,GROUP)	POST NO. RFI006
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SALARY SCALE: B	SALARY RANGE: £15,372 - £18,906
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FULL/PART TIME: FULL TIME 1 YEAR FIXED CONTRACT (35 hours) (Maternity Leave Cover)

RESPONSIBLE TO: Management Accounts Officer (SSHA)
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A. BRIEF DETAILS OF POST

1. To maintain the purchase ledger and provide assistance to members of the Finance Team and other staff as directed.

B. PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Main duty is Creditors control.
2. To provide general office assistance, including filing, photocopying to members of Finance and others.
3. Carrying out regular creditor payment routines in accordance with determined procedures ensuring all specific controls including VAT are adhered to.
4. Maintain and update Purchase Ledger daybook including reporting of invoices outstanding within agreed timescales.
5. Input of journals to computerised Finance Ledger.
6. To verification and checking of all invoices for automatic certification and coding accuracy.
7. To reconcile supplier statements with Purchase Ledger within agreed timescales.
8. To assist other members of staff in carrying out their duties when required.
9. Petty Cash.
10. Receipt books.
11. Working with development for processing in4systems and payments.

C. GENERAL DUTIES AND RESPONSIBILITIES

1. Attend meetings and training as required
2. Assist your Manager to identify your training issues as part of your ongoing supervision and professional development.
3. Liaise regularly with colleagues as appropriate across the business in order to inform your work practice and contribute to service development.
4. Contribute to departmental and sectional operational plans.
5. You should be prepared to work flexibly and to meet the requirements of the job and opening hours, including evening and weekend working.
6. Use information technology as required to carry out the duties of the post.
7. Uphold the Equalities and Diversity policy of the association and have an understanding and commitment to anti-discriminatory practices.
8. Take responsibility for the health and safety of oneself and others in the workplace, particularly in respect of:
 - Accident reporting
 - Lone working procedures
 - Risk management
7. Ensure compliance with requirements under the Data Protection Act 1998 and follow the Group's procedures relating to confidentiality.
8. To undertake any other duties that may be required from time to time commensurate with the grade and general nature of the post.

D. QUALIFICATION REQUIREMENTS

A good standard of education, however practical knowledge and computer literacy are more important.

E. CURRENT POSTHOLDER

Melissa Homer

F. DATE FOR REVIEW

SIGNED:

MANAGER:

SIGNED:

POSTHOLDER:

SHROPSHIRE HOUSING GROUP

PERSON SPECIFICATION

POST: Payments Officer

Qualities	Essential	Desirable
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Minimum of 2 year' experience of working in a finance team • Experience of processing Purchase Invoices and checking coding • Experience of raising Cheques to Suppliers and liaising with Suppliers and Budget Holders. 	<p>x</p> <p>x</p> <p>x</p>	
<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> • Minimum of 4 GCSEs (or equivalent), grade C or above, to include Maths & English • Computer literate with experience of Microsoft Office • Clear and effective written and verbal communication skills • Excellent interpersonal skills • A desire to deliver excellence • Ability to work both independently and as part of a team • Ability to organise workload and use initiative 	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	
<p>PERSONAL</p> <ul style="list-style-type: none"> • A dedicated and responsible approach to work • Good people skills • Flexible and adaptable • Ability to cope under pressure • Ability to deal with conflicting priorities 	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	