

Finance Clerk

District/Department	Corporate Finance	Rank/Grade	Band B
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Role purpose:	Work within the payroll section of the Corporate Finance Department, comprising of a team of 12, to process payroll claim forms for overtime and expenses using the Oracle Payroll System.
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Key Accountabilities:	
<p>Input and maintain timely and accurate financial information using financial information systems which could include:</p> <p>Processing payroll claim forms</p> <p>Processing payables invoices / proforma</p> <p>Inputting receivables invoices and receipts</p> <p>Administering corporate purchase card and disbursement account</p> <p>Communicate with internal and external customers to handle queries and provide guidance and assistance</p> <p>General clerical duties, photocopying, filing, scanning etc</p> <p>Any other duties commensurate with the grade of the post</p>	
Competencies/behaviours	
<p>Please access the College of Policing website and refer to the Competency and Values for a definition of the values and essential behaviours for each required competency level.</p>	
Competency	CVF Level
https://profdev.college.police.uk/competency-values/	Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills: *Ideally between 4 and 6 of each*

Essential:

Experience of working in a finance environment

Experience of using a computerised financial information system

Computer literate with experience of using spreadsheets

Desirable:

Previous experience of using ORACLE