

Exchequer Supervisor

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| District/Department | Corporate Finance | Rank/Grade | Band E |
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| Role purpose: | <p>Working as part of the Finance Oracle Project team; Along with the existing Exchequer Supervisor be responsible for implementation of the new Oracle Cloud Force wide Procurement and accounts payable and accounts receivable systems.</p> <p>Responsible to the Oracle Project Finance Design and Implementation Lead</p> <p>Reasonable for (Supervision)</p> <ul style="list-style-type: none"> Exchequer Clerks – 1x Band B x 37 hours per week And working with the BAU Exchequer Team. |
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Summary of main duties

MAIN DUTIES AND RESPONSIBILITIES

Payables

To be responsible for all payment routines.

- To ensure that Payables month end and year-end procedures are completed within prescribed timetables.
- To undertake other routine Payable's duties including:
 - Posting to General Ledger.
 - Provision of information for treasury management purposes.
 - Monitoring emergency payments.
 - Monitoring and clearing of unbalanced invoice batches.
 - Monitoring and clearing unreconciled items
 - Recording and monitoring standing order and direct debit mandates against contracts.
- To deal with queries relating to the Payables functions from suppliers and Districts/Departments
- To ensure that all Construction Industry Scheme routines are completed within prescribed timetables.
- To provide force wide and external guidance on Construction Industry Scheme practice and procedures.

Receivables

- To be responsible for all income collection routines
- To co-ordinate income collection points and insurance cover for income collection.
- To ensure that receivables month end and year end procedures are completed in accordance with prescribed timetables
- To undertake other routine Receivable's duties.
- To deal with queries relating to the receivables function from debtors and districts/departments
- To oversee the compilation and maintenance of an up-to-date register for all fees and charges

levied by the force.

Disbursement Account

- To oversee the operation of the HQ disbursement account
- To share responsibility for cash held in the HQ safe. The postholder will be a safe key holder.
 - To oversee the level of Impress Accounts, force wide
 - To provide force wide guidance on Disbursement account practice and procedures.

Other Duties

- To provide force wide training and guidance for staff operating the payables, receivables and disbursement systems, including producing appropriate written guidance and procedure manuals
- To provide guidance on the treatment of VAT
- To ensure that effective systems controls are maintained and that all processes and procedures comply with procedure manuals, professional standards and approved Internal Audit recommendations.
 - Take an active role in User Acceptance Testing programmes to ensure Oracle systems upgrades and legislative patches are applied correctly.
 - Taking an active role in assisting the Exchequer Accountant with system problem solving.
 - Play an active role in Oracle projects for all new Payable and Receivable system implementations, all system upgrades.
- To provide advice/guidance/information/recommendations regarding new practices and equipment.
- To issue instructions to the Bank regarding South Yorkshire Police bank accounts
- To maintain a confidential and secure record of South Yorkshire Police bank account details and passwords.
- To carry out PDRs and construct PDPs with all B and C Grade Exchequer Staff
- To assist and deputise for the Exchequer Accountant in all Exchequer routines
- To assist the Exchequer Accountant in the production of forcewide policies to improve financial practices and routines.
- To undertake other duties appropriate to the grade of the post

Competencies/behaviours

*Please access the College of Policing website (via Google Chrome) and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

Competency

CVF Level

Level 1 – Practitioner
Level 2 – Supervisor/Middle Manager
Level 3 – Senior Manager/Executive

We are emotionally aware

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I

Level 2



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| understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly | |
| We take ownership I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps. | Level 2 |
| We are collaborative I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications. | Level 2 |
| We deliver, support and inspire I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service. | Level 2 |
| We analyse critically I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to | Level 1 |

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| inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics | |
| We are innovative and open-minded I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions. | Level 2 |
| Core values for ALL employees: | |
| Integrity Impartiality | Public Service Transparency |

Experience, Education and Skills: *Ideally between 4 and 6 of each (which will be used as Essential/Desirable shortlisting criteria)*

Essential:

Qualified AAT or part qualified CCAB and membership

Staff Supervisory Experience

Experience of the AP and/or AR function in a similar sized organisation.

Recent and significant experience in end-to-end Procure to Pay processing, month, and year-end routines.

Recent, system administrator experience for Payables or Receivables systems

Third party liabilities for Tax, NI, Pension, statutory benefits, and voluntary deduction.

HMRC making tax digital. Knowledge of VAT and CIS legislation and procedures

Experience of using a computer based payroll system.

IT skills in relation to systems reporting tools, Word, Excel and email.

Experience in interrogating banking systems.

Experience of analysing, reconciling and presenting information using spreadsheets

Ability to learn new procedures and interpret and advise them to stakeholders

Building relations with partners and stakeholders.

Desirable:

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| Relevant experience of operating an in-house AP/AR system in a developing and integrated Finance, HR & Payroll computerised accounting system. |
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| Experience of using an Oracle Cloud accounting system |
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| A driving licence and access to a car is desirable. |
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