

Person Specification

Expenditure Officer

SECTION	CRITERIA
Education & Qualifications	<ul style="list-style-type: none"> • Good standard of literacy and numeracy; • Good standard of general education to GCSE level or equivalent; • AAT or equivalent qualification; or will be qualified by experience.
Skills, Knowledge & Experience	<ul style="list-style-type: none"> • Ability to effectively communicate at all levels, both verbal and written; • Ability to establish, maintain and develop effective working relationships with internal customers and suppliers; • Ability to deal with queries and complaints and handle difficult situations sensitively with tact and diplomacy; • Skilled in investigating problems and identifying solutions and improvements to systems and highlighting opportunities to improve value for money; • Ability to work within deadlines; • Strong organisational skills with the ability to effectively manage and prioritise a varied workload; • Strong attention to detail; • Experience of working within purchase ledger; • Ability to work as part of a team and on own initiative; • To be adaptable and responsive to change; • Willingness to share skills and support new colleagues; • Strong ICT system skills.



Key Responsibilities of Role

- To ensure the integrity of data within the purchase ledger, ensuring all processes are adhered to including registering invoices, matching of invoices to purchase orders, compliance with the No PO, No Pay policy and reconciliation of supplier statements;
- To be responsible for the weekly processing of BACS and cheque runs;
- To deal efficiently with the group's providers of goods and services, internal and external customers.
- To continually strive to improve the service provided and systems and processes used

Key Team Relationships

Key Internal working relationships are with:

- Senior Managers
- Assistant Directors and Executive Team members
- Operational Teams across Wythenshawe Community Housing Group (WCHG)
- Colleagues and service users

Key External working relationships are with:

- Third party suppliers
- Partners / Agencies