



Payments Assistant

Salary: Band: 5, £25,652- £27,363 p.a. (£13,865 - £14,790 for 20 hours)

20 hours per week - Monday to Friday - 1pm - 5pm

What is the role?

Working in a busy finance team, the main responsibilities of this role are to validate the payment schedules and electronic invoices received from care providers via the ContrOCC Provider Portal. This will include liaising with Social Care staff and our care providers to investigate, explain and validate differences between the planned care and what was actual delivered and ensuring that they are finalised in a timely manner meeting our contractual obligations. This role will also require you to analyse activity and expenditure activity on a month by month basis.

Who is the person?

You need to:

1. Have a keen interest to work in a finance environment.
2. Be familiar with the purchase orders and supplier invoicing processes.
3. Be able to produce accurate work, giving attention to detail, in order to maintain records and process orders and invoices with the minimum of errors.
4. Be proactive and have a willingness to learn.
5. Be confident with the use of IT and be keen to use the latest technology, as you will be using the Adult Social Care, Care management system on a daily basis as well as Microsoft Office applications and web-based systems.
6. Have the ability to form good relationships with & provide a first-class service to Finance, Adult Social Care & Health staff.
7. Have good verbal and written communication skills and excellent interpersonal skills in order to be able to communicate effectively with Finance, Adult Social Care and Health staff at all levels and internal/external providers.
8. Be able to work effectively with other team members and work in the best interests of the team.
9. Have the flexibility to change with the changing demands on Financial Services.
10. Be able to plan and prioritise your work & concentrate time on the most important (not the most apparently urgent) matters.
11. Have a good standard of literacy and numeracy.
12. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

How to apply: Please ensure you fully read and follow the guidance in the how to apply on the home page of the careers portal so you fully demonstrate how you meet the points on the who is the person part of the job profile.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.