



ROLE PROFILE

Post Title:	Procure to Pay Assistant	
Grade:	LC 3-4 (progression arrangements apply)	JE: 1840
Location:	HQ Finance, Procurement and Transactional Services	
Responsible to:	Procure to Pay Team Leader	
Responsible for:	N/A	

Job Purpose:

To facilitate the requisitioning and payment of goods, services and business travel for the Constabulary.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Facilitate the accurate requisition and receipting of orders, monitoring, verifying invoices in line with Force Policy.
- Accurate processing of Accounts Payable invoices.
- Ensure appropriate reconciliations and queries are addressed in a timely manner
- Facilitate travel bookings in line with Force policy.
- Adhere to Procure to Pay procedures, providing advice and solutions to departments, divisions and suppliers in line with Force policy and contracts.
- Demonstrate a strong personal commitment to delivering and achieving value for money, whilst providing high quality service.
- Take responsibility for improving your performance by participating in Continuous Professional Development (CPD) process with your manager.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	1	Interview
We take ownership	1	Interview

Inclusive, enabling and visionary leadership

We are collaborative	1	Interview
We deliver, support and inspire	1	Interview

Intelligent, creative and informed policing

We analyse critically	1	Interview
We are innovative and open minded	1	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

Values :

All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.

Integrity	Impartiality
Public Service	Transparency

Qualification

Essential	Desirable	To be identified by
4 GCSEs Grade C or above (or equivalent including English and Maths)		Application Form
Knowledge / Experience		
Experience of working in an administrative/clerical role within a busy office environment		Application Form
Experience of working with minimal supervision, organising and prioritising own workload.		Application Form / Interview
Experience of investigating problems, developing solutions and taking appropriate		Application Form / Interview

timely action to resolve them.		
Experience of working effectively as part of a team.		Application Form / Interview
Experience of inputting, updating, and maintaining computerised and manual filing/record systems.		Application Form / Interview
Demonstrate self-motivation and willingness to develop self within role.		Application Form / Interview
Knowledge & experience of Oracle Procurement and Financial Systems		Interview
Experience of composing letters and memos and responding to routine correspondence.		Application Form / Interview
Experience of using Microsoft Software applications (incl. Word, Excel)		Application Form / Interview
Promote and comply with our obligations under the Equality Act 2010, Data Protection and Health & safety legislation in the delivery of service and the treatment of others		Application Form / Interview
Other		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
Demonstrates a flexible and supportive approach to colleagues and willing attitude to working practices and hours.		Interview

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

Date last updated: February 2019

PROCURE TO PAY ASSISTANT
PROGRESSION ARRANGEMENTS

(The following arrangements are all subject to the needs of the post and not the post holder and can be superseded by management if there is a demonstrable link to the CPD)

LC 3

On appointment

Able to demonstrate (with minimal supervision) the ability to undertake:

- Accurate processing of invoices
- Accurate processing and receipting of requisitions
- Accurate booking of business travel
- Coding of expenditure
- Interrogate financial accounting systems
- Clear errors/validation reports
- Amend and cancel purchase orders
- Deal with queries from suppliers, and staff
- Reconcile individual supplier account
- Use Microsoft Office software applications
- Undertake basic oral and written communication

LC 4

After proven satisfactory and assessable performance in the post at LC 3 level and able to demonstrate (with minimal supervision) the ability to:

- Produce non-standard correspondence
- Deal with more complex queries from suppliers and staff
- Produce less routine reports from Accounts Payable and Procurement system
- Experience of interpreting numerical information and policy and procedures
- Experience of analysing and interpreting numerical and verbal information
- Effective team working
- Meeting deadlines and prioritising workload
- Ability to improve efficiency within the section

NOTE

Assessable performance will be determined by the first line manager and evidence through CPD.

It is the postholders responsibility to apply for progression arrangements by demonstrating that they have achieved the necessary competence under each of the criteria outlined in the progression arrangements.