

JOB DESCRIPTION

Job Title: Team Leader Billing, Ordering and Payments		Ref No:	JE Ref: G856
Department: Finance & Procurement		Band: 12	Location: Dumfries & Galloway
Responsible To:	Procurement, Commissioning & Payments Manager		
Responsible For:	Support Officers/Operational Teams		
Job Purpose:	To manage the Billing, Ordering and Payments Team – working with management team and colleagues to contribute to the achievement of Council priorities and outcomes Take responsibility for the management of the functions and services assigned Plan, deliver and prioritise the work the Team carries out, based on customer and organisational priorities. Support transformational change and continuous improvement including development of the Councils Financial Management Information System		
Main Responsibilities	• Manage and develop the Billing, Ordering and Payments Team • Lead the Billing, Ordering and Payments Team • Member of Finance Management Team • Challenges poor practice or accepted positions both within and outwith area of responsibilities • Assume budget, resource and management responsibility as delegated by Head of Service • System analysis around the Council's Financial Management Information System to assess benefit of upgrades and new modules • Help design and develop improvements for Council's Financial Management Information System, and lead the testing and implementation of upgrades and new modules		

Job Activities	1. Streamline and integrate structures of Team including developing synergies between teams. 2. Ensure that Statutory regulations/Council procedures in relation to all sales ledger, purchase ledger, Pecos and finance control functions are developed, maintained, interpreted and implemented 3. Lead on all relevant activities to ensure suitable business and transactional processes are effective 4. Line Manage Team Leaders and drive continuous improvement of services through Best Value arrangements to improve outcomes. 5. To undertake project and other assignment work 6. Policy formulation and development 7. Lead and develop the business planning process for the Team
	8. Develop and embed a performance management culture in the Team 9. Manage customer care and customer engagement initiatives 10. Provide advice, guidance and information to stakeholders on all business activities 11. Develop job enrichment opportunities for staff 12. Attend meetings representing the Team as required both internal and external 13. Undertake any other tasks or activities consistent with the job purpose 14. Member of Finance Management Team 15. Budget responsibility for the Billing, Ordering and Payments Team 16. Assess the benefit of upgrades and new modules in the Councils Financial Management Information System in terms of operational requirements 17. Lead the testing and implementation of upgrades and new modules in the Councils Financial Management Information System

Performance Management	<i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	Lindsay Wilson, Financial Transactions Manager	Date: 21 October 2022

Jan 2012 //HR