

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Transactional Support Officer	Current Grade:	A004
Department:	Finance & Procurement	Division:	A Division
Reports To:	Transaction Centre Team Leader	No of Posts:	5
Level of vetting:	BV	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

Support the Transaction Team Leader on financial matters as appropriate to ensure that data on financial systems are timely and accurately captured.

Assist in the production of bank and cash schedules to support interim and annual financial statements and audit packs.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Processes the payment of creditors (£50m), the collections from debtors (£220m) and recording cash flow through the Transactions Centre.

Responsible for Petty Cash Float

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

Force & Divisional staff numbers

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Business Support

Support the Transaction Team Leader and Transaction Centre Manager with providing timely, accurate and effective financial support to the Division and Central Departments to ensure full compliance with BTP's Business Rules.

Provide generic support on any operational duties or tasks required.

Financial Management

Responsible for the processing, interpretation and query management of financial information into force finance and payroll systems, ensuring all financial deadlines are met.

Responsible for maintenance of all records and internal registers related to the finance function within the Division.

Responsible for input and maintenance of monthly financial records and registers that conform with BTP Business Rules for Government Procurement Cards (GPC) and Business Expense Cards.

Assist with the preparation of statistical data and reports required by Divisional Commands to support operational activity and drives effective business decisions.

Cash Management

Daily management of the administration and accurate maintenance of Banking records for Cash Seizure Account and Property Fund, including POCA and cheques ensuring full compliance with BTP's Business Rules.

Bank depositing ensuring compliance with Force policy and audit requirements.

Financial Governance

Support internal control and security of the finance systems and payroll systems.

Identify gaps in current processes and advice manager.

Relationship Management

Develop and maintain customer and colleagues relationship (internally and externally) to ensure maximum effectiveness of BTP and Business Service teams and ensure the good reputation of both.

Liaise with other Business Support Teams and Corporate departments, to ensure that the provision of business support is coordinated and consistent.

E. DECISION MAKING:

Make decisions

Significant say in decisions

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Team leaders within Finance & Procurement, Budget Holders, A Divisional Departments, Divisional Commanders, Divisional Business Support Partners and Business Support Managers..

External

BTPA, Other external contractors and suppliers, providers of banking services

Transport for London and LU Limited, Department for Transport and other Government departments, Other Police Forces and Agencies.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Experience:

Suitable experience in accountancy.

Understanding of accounts payable, cash management and accounts receivables systems and procedures.

Skills:

Communicate confidently both verbally and in writing.

Develop close relationships with key customers, working with them to develop solutions that need their needs.

Knowledge:

Knowledge of accounting transactional processes.

Desired Criteria:

Qualifications and Training:

Experience:

Skills:

Knowledge:

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

I. AUTHORISATION DETAILS

Prepared By:

Date:

Divisional Commander /A

Division HoD:

Date:

Evaluation Panel:

Date:

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