

ROLE PROFILE

ROLE TITLE	Transactional Assistant
DEPARTMENT	Transactional Services Team
DIRECTORATE	Orbit Group, Finance
RESPONSIBLE TO	Transactional Services Team Leader
RESPONSIBLE FOR	

ROLE PURPOSE	<i>One or two sentences giving a simple statement of why the role exists</i>
<p>To provide an excellent transaction processing and payment service to your customers and support the Transactional Services Management Team</p>	

ACCOUNTABILITIES / RESPONSIBILITIES	<i>Statement of the main areas of accountability and responsibility</i>
<p>Processing all financial transactions and invoices received within the Group, in accordance with agreed timetables and formats</p> <ul style="list-style-type: none"> ○ Scanning all unapproved invoices onto the OCR system and forwarded for approval, in accordance with agreed timetables and formats ○ Ensuring that all payments are made in accordance with agreed terms ○ Completing weekly / monthly reconciliations of control accounts, ensuring that any outstanding items are investigated and cleared, and provide to the Transactional Services Manager for review ○ Producing and issuing debtor ledger invoices and aged debt reports ○ Investigating and correcting missing or mis-posted transactions, advising housing management staff as necessary ○ Administrating and processing Council Tax. 	

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- Adminstrating procurement cards for the Business.
- Establishing and maintaining great relationships with your internal/external customers, ensuring that you understand their needs and deadlines
 - Meet all agreed timetables and deadlines
 - Providing customers with ongoing support and assistance that meets their requirements
 - Providing accurate information for internal and external auditors

Ensuring that all information is provided in accordance with agreed timetables and formats

- Demonstrate positive customer focused behaviours.

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building
communities

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS	<i>The tools needed to do the role</i>
Essential	<ul style="list-style-type: none"> • Previous experience in a similar Finance role o Ability to work on own initiative without supervision o Appropriate experience of Microsoft Excel o Good literacy skills and the ability to communicate clearly with customers o Attention to detail

Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	

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