**JOB DESCRIPTION**

Budget/Establishment/Unit: F0723A / GSO / Germany Enabling Office

Branch/Department: GSO / GEO Finance

Location: Paderborn / Sennelager

Post Title: Bill Payment Clerk

Grade: C4

Responsible to: Assistant Finance Manager 2

Vetting Requirement: Cat 3

For regular employment with Germany Central

**1. GENERAL**

The Germany Enabling Office is part of the wider Global Support Organisation (GSO), providing the UK Defence Authority which is responsible and accountable for the conduct of all UK Defence activity in Germany in accordance with the NATO Status of Forces Agreement and its Supplementary Agreement (NATO SOFA SA).

The post incumbent is responsible to the Assistant Finance Manager 2 for administrative tasks necessary for the processing of bill payments for all Defence capabilities operating within the financial freedoms of the Supplementary Agreement in Germany under financial direction of the GSO Business Manager.

In addition when required, the post incumbent provides wider financial support to the GSO in support of Commander GSO’s budget, including annual planning, accurate monthly forecasting, scrutiny of all expenditure and the governance of financial systems, which encompass 17 National Support elements (NSEs) across Europe and Turkey, 6 NATO Force Integration Units (NFIUs).

**2. MAIN DUTIES**

1. Check bills for the correct statement with regard to service / goods provided, quantity, price, discount etc.

1. Check that all personnel involved in the bill payment process have endorsed and agreed the payment. Hasten approvers on CP&F when required.
2. Responsible for inputting checked/authorised bills onto the relevant bill payment system.
3. Ensure all relevant invoices are receipted on CP&F, once approved, in a timely manner, ensuring prompt payment to supplier. Check that amounts remain correct.
4. Liaise with designated officers on any account querieswith regards to UIN/RAC being charged, ensuring that such records are recorded / actioned correctly.
5. Maintain files covering any documents / letters / bills within his/her area of activity and/or within the department, uploading to Sharepoint as necessary.
6. Perform all administrative / clerical duties related to his/her field of activity.
7. Assist in maintaining / monitoring limit of liability of monies held against Variants.
8. Assist other members of staff in the completion of their tasks when required.

**3. OTHER DUTIES**

1. Ensure all relevant mandatory training is completed within specified timeframes.
2. Is required to cover for other personnel within the team during their absence as directed by the line manager
3. Carry out any other reasonable duties within the scope of the employer’s right of directive.

**4. DRIVING OF DUTY VEHICLES**

This is not a feature of this employment.

**5. OVERTIME / WORK ON SUNDAYS AND/OR PUBLIC HOLIDAYS**

Overtime is not a feature of this employment.

**6. SHIFT WORK / ROTATING SHIFT WORK**

Shift work or rotating shift work is not a feature of the employment.

**7. ON-CALL DUTIES**

On-call duties are not a feature of the employment.

**8. MEDICAL**

A medical examination is not a prerequisite for this employment. However, employees must undergo medical examinations in accordance with Health and Safety at Work provisions or other relevant provisions as necessary.

**9. REQUIRED PROFESSIONAL QUALIFICATIONS/EXPERIENCE**

1. Essential
	* Knowledge and experience in IT systems and the use of SharePoint Online and Office 365, especially databases and spreadsheets.
	* Sufficient knowledge of the English language (both verbal and written).
2. Other competencies
	* Ability to work in a well organised, accurate and reliable manner.
	* Ability to work independently.
	* Ability to work with people and management at all levels.
	* Good communication skills.
3. Desirable
	* Experience in MoD bill payment processes (Contracting – Purchasing and Finance (CP&F), Miscellaneous Bills and others). Training can be given.
	* Relevant experience in finance/administrative field of activity.
	* Class B driving licence.

**10. HEALTH AND SAFETY AT WORK**

Postholders are obliged to take care of their own safety and health at their place of work within their ability and in accordance with the instructions and orders of the employer. Furthermore, they are also obliged to take care of the safety and health of persons, who are affected by their actions or omissions at work. Within the frame of these rules, they are especially required to use machinery, equipment, tools, working substances, working materials, transport aids and any other working aids as well as protective equipment and the issued personal protective equipment in accordance with the requirements. They must is to report any direct and considerable danger to health and safety as well as failures of the safety systems to the employer or the relevant supervisor without any undue delay.

**11. TRAVEL EXPENSES**

Post incumbents are not entitled to payments for kilometres driven to and from their place of work to residence. If they are required to perform their duties outside the employment agency, they will be entitled to travel claims in accordance with the current regulations.

12. ORGANISATION CHART

The post incumbent’s position in the organisation is shown below, this may change due to reorganisation or a redeployment and addition to staff.

GSO Finance Manager

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Finance Assistant Manager 2

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Bill Payment Clerk

A change of the organisational chart upon a reorganisation, a redeployment or addition to staff will not require a notice to change of employment contract. The post holder will be given a new organisation chart upon the change.

Date Signature Employee