

Kent County Council

Job Description: *Public Health Billing Officer*

Directorate:	Strategic and Corporate Services (ST)
Unit/Section:	Strategic Commissioning Division / Public Health
Grade:	KR6
Responsible to:	Public Health Lead Commissioner

Purpose of the Job:

Provide support to the Public Health finance function, taking a proactive role in the day to day functioning of the team. Deliver high quality administrative and business support to the Public Health Business and Grant Manager, including leading finance-based processes and procedures as directed.

Main duties and responsibilities:

- Support the Public Health Business and Grant Manager to ensure that providers of commissioned services are paid accurately and in a timely manner, ensuring judgement is used to escalate issue where necessary.
- Ensure that the mechanisms to pay providers runs smoothly, including raising requisitions, creating purchase orders, receipting services and liaising with Cantium Accounts Payable in relation to Public Health invoices.
- Monitor and maintain the Public Health finance shared mailbox, ensuring that queries are dealt with effectively and in a timely manner. Ensure that organisation of the mailbox is kept up to date.
- Process, maintain and monitor financial records relating to expenditure and income, ensuring that financial information and procedures are accurate, up to date and in accordance with financial regulations and directorate procedures.
- Lead the application of established processes and procedures within Public Health finance, ensuring that improvements are proactively identified and implemented where necessary.
- Assist with the reporting of financial information to the Public Health senior management team and the year-end final accounts process.
- Respond to queries from internal and external stakeholders, taking a proactive approach to complex problem solving and ensuring issues are dealt with effectively and efficiently.
- Maintain and monitor all financial office systems, including the database and filing systems. Check that key documents are included in line with the Council's record retention policy, data protection and freedom of information protocols.

- Provide financial/administrative support to the PH Commissioning team and the wider administrative function as required.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Public Health Billing Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• GCSE or equivalent in Maths and English• NVQ level 2 or equivalent in a relevant field and/or relevant professional experience
EXPERIENCE	<ul style="list-style-type: none">• Previous experience of working within a finance function, using a range of financial systems• Experience of working as part of a team with a proven track record of strong organisational and time-management skills• Data input including the creation of purchase orders
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Good verbal and written communication skills• Ability to build rapport and trust with a diverse range of customers and stakeholders in a friendly, professional and responsive manner.• Good ICT skills, especially Microsoft Office including Excel• Good analytical and problem-solving skills• Ability to learn and use new financial systems• Ability to manipulate spreadsheets and data• Ability to prioritise own workload and to work to deadlines• Good level of accuracy, strong attention to detail, including the ability to spot errors• Able to work as part of a team
KNOWLEDGE	<ul style="list-style-type: none">• Awareness of finance processes, basic accounting procedures and financial terms• Understanding of local government and public health• Understanding of the key elements in successful office administration• Awareness of Data Protection, Freedom of Information and transparency and confidentiality issues
BEHAVIOURS AND KENT VALUES	Kent Values: <ul style="list-style-type: none">• Be Open• Invite Contribution and Challenge• Be Accountable