

EPPING FOREST DISTRICT COUNCIL JOB DESCRIPTION

JOB TITLE:	Cashier Part-time Debden	POST NO:	RRE37
DIRECTORATE:	Resources	SECTION:	Payments
GRADE:	4	CAR ALLOWANCE:	Casual
		POLICE CHECK:	

PURPOSE OF THE JOB: To receive payments due to the Council

DIRECTLY RESPONSIBLE TO: Senior Cashier

DIRECTLY RESPONSIBLE FOR: None

LIMITS OF AUTHORITY: See attached sheet.

MAIN DUTIES AND RESPONSIBILITIES:

(a) Service responsibilities

To receive monies due to the Council paid in at the counter and received through the post, to record these items and issue receipts.

To receive card payments by telephone.

To balance all cash, cheques and card payments daily, complete relevant returns and lists and prepare cash / cheques for collection by security company for onward transmission to bank.

To identify forged notes and return to the Bank of England as appropriate.

To make such special banking during the day as may be required.

To receive payments from internal Council departments and process these accordingly.

To perform such other Cashier and clerical duties as may be determined by the Senior Cashier from time to time and be prepared to work at the Civic Offices if required.

To be responsible at all times for the safe keeping of cash and keys in his / her custody and the security of the cash office and reception area during working hours.

To issue and balance petty cash payments and claim their reimbursement.

To assist customers with balance enquiries and referrals to all other service areas.

To assist with testing of the payment management systems when required.

(b) Corporate responsibilities: None

(c) Management responsibilities: None

(d) Responsibilities for Health and Safety: None

(e) Responsibilities for Finance: Responsible for the accurate processing of income received.

POLITICALLY RESTRICTED POST:

YES/NO

REHABILITATION OF OFFENDERS ACT 1974:

Signed: _____ Date: _____
(Director)

Signed: _____ Date: _____
(Post Holder)

PERSON SPECIFICATION

POST TITLE: Cashier

POST NO: RRE37

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD* (AF/I/ST/P/R)
1.	Education, Training and Knowledge			
(a)	GCSE grade C or above in English and Maths (or equivalent).	E		AF/I
(b)	Specific training in PCI-DSS requirements.	E		AF/I
(c)	Awareness of security around cash and card payment processing.	E		AF/I
(d)	Membership of professional bodies is not required.			
(e)	Specific training in the use of Capita Pay360 Counter-receipting and Paye.net applications.	E		AF/I
2.	Experience			
(a)	Experience of working in a cash office environment including income reconciliation and the preparation of bankings	E		AF/I
3.	What skills are required on appointment in order to carry out the job?			
(a)	<u>Oral Communication</u> The ability to converse at ease with members of the public and provide advice in accurate spoken English both in person at the counter and by telephone when processing payments.	E		AF/I

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD* (AF/I/ST/P/R)
(b)	<u>Written Communication</u> Ability to work in a clear and accurate manner when completing banking returns or documents.	E		AF/I
(c)	<u>IT Skills</u> Working knowledge of income management system, preferably Capita Axis (360) system Confident in the use of the Microsoft Word, Excel and E-mail Fast, accurate keyboard skills	E E	D	AF/I AF/I AF/I
(d)	<u>Physical Skills</u> Be able to spend long periods updating the Counter-Receipting system	E		AF/I
(e)	<u>General Skills</u> To be able to work to deadlines and maintain accuracy under pressure.	E		AF/I
4.	Expected Values and Behaviours			
(a)	<u>Trust</u> To be able to work in a secure environment and maintain a professional approach to customer information and customer and colleague safety.	E		AF/I
(b)	<u>One Team</u> To be able to work as part of a team and demonstrate flexibility.	E		AF/I
(c)	<u>Performance</u> To maintain accurate postings to accounts and make accurate bankings.	E		AF/I
(d)	<u>Innovation</u> To be able to speak up and make suggestions to customers or colleagues in relation to processing payments	E		AF/I

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD* (AF/I/ST/P/R)
(e)	<u>Customer</u> To maintain a professional service to the public at all times	E		AF/I
5.	What are the physical demands required to carry out the job?			
	To be able to spend long periods updating the Counter Receipting system within a cash office environment.	E		AF/I
6.	Other Requirements:			
	Current full driving licence, access to vehicle during work hours and insurance cover for business use as the post may be required to provide support or attend/assist training at other payment locations around the district. A satisfactory attendance record in accordance with the Council's Managing Absence policy, taking account of your individual circumstances.	E		AF/I
		E		AF/I/R

Signed: _____
 (Director)

Date: _____

*AF – Application Form
 I - Interview
 ST – Sample Test
 P – Presentation
 R - References

**EPPING FOREST DISTRICT COUNCIL
LIMITS OF AUTHORITY**

Authority	Comments
Post No: RRE37	Post Title: Cashier Debden Part-time
<p>Spending Control Officer</p> <p>For budgets and expenditure codes attaching to the post as set out in the Council's budget document and subject to direction by the Head of Service.</p>	Not applicable
<p>Authorised Signatory</p> <p>As set out in the schedule maintained by the Head of finance and updated from time to time by the Head of Service.</p>	Not applicable
<p>Financial Regulations</p> <p>As required by Heads of Service or as directed by the Council.</p>	The Payment Solutions section is the principal collector of income for the Council. The postholder must comply with the Council's Financial Regulations regarding the collection and processing of income received.
<p>Delegated Authorities</p> <p>As determined by the Head of Service in accordance with the schedule of delegated authorities in the Council's Constitution.</p>	Not applicable.
<p>Statutory Authorities</p> <p>As determined by the Head of Service and approved by Council specifically or as delegated.</p>	Not applicable.
<p>Signing of Correspondence</p> <p>As determined by the Head of Service in any relevant category of correspondence.</p>	Not applicable
<p>Supervisory/Managerial</p> <p>As determined by the Head of Service.</p>	None