

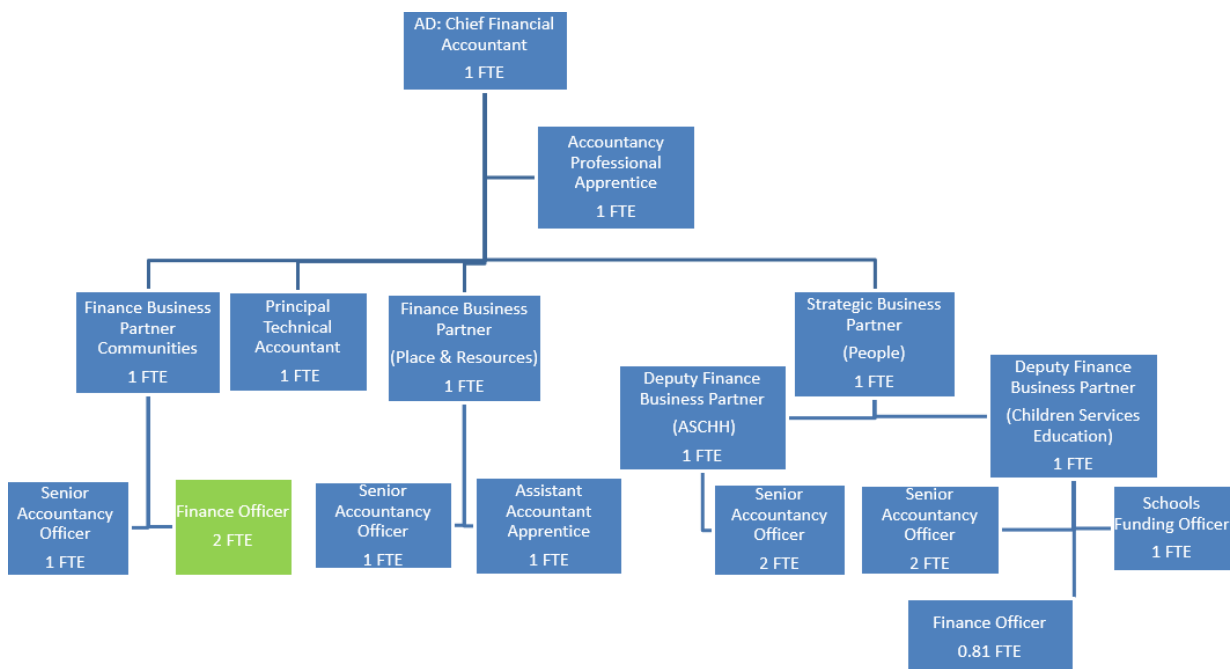
## Job description

<b>Job title:</b>	<b>Finance Officer (Maternity Cover)</b>		
<b>Directorate:</b>	<b>Resources</b>	<b>Salary:</b>	<b>For 30 hrs p/w:</b> <b>£24,343 - £28,712 per year plus</b> <b>£591 London Weighting</b>  <b>FTE: £30,024 – £35,412 per year</b> <b>plus £729 London Weighting</b>
<b>Section:</b>	<b>Accountancy</b>	<b>Grade:</b>	<b>BG-H SCP15-24</b>
<b>Location:</b>	<b>Time Square</b>	<b>Work style:</b>	<b>Hybrid</b>

### Key objectives of the role

- The postholder will assist with the financial services and general support. This will involve reporting, creating journals, budget movements, coding corrections and reconciliations, working with other Finance Officers within the department as required.
- Investigate general financial queries (including supporting the year-end closure and audit requests) and assist in maintaining manual and computerised records including Imprest accounts.
- The postholder will support the day-to-day processes including but not limited to the preparation of invoicing for academies.

### Designation of post and position within departmental structure



## Daily and monthly responsibilities

- Assist with the financial services and general support within the wider team supporting Finance and its role within the council.
- Process School Imprests, providing guidance and support to bursars to reconcile these accounts.
- Upload school budgets ensuring figures are accurate and reconcile to agreed control totals.
- Input into the General Ledger correcting journals and budget amendments required within agreed processing times.
- Supporting the financial administration of various areas including homeless and temporary accommodation.
- Support the administration of the council's car loan scheme.
- Liaise with budget holders and investigate financial queries using appropriate financial systems and maintain records including Imprest accounts.
- Provide support to services and senior accountancy officers by undertaking various system reconciliations and investigating and answering queries as necessary.
- Maintenance and reconciliation of commercial property rental income records.
- Managing the relevant email drop boxes and scanning requirements.
- Assist in the preparation of government returns, statistics and other financial information.
- Working with services to transfer and post income from balance sheet on a monthly basis, including cemetery and Crematorium and car parking services.
- Attend and support bursar meetings with the deputy/business partner where required, to provide administrative support and liaise with bursars.
- To undertake other financial and general administration duties as and when required.
- Provide flexible cover and support to finance officers across the accountancy team as required.

## Scope of role

- The preparation of timely and accurate information to enable accurate recording and monitoring of expenditure and income and to assist in the effective control of the council's financial affairs

Commitment to the council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

## Person specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	Part Qualified AAT or qualified by experience.  Relevant experience of finance processes and other financial reconciliations	Relevant experience of local authority accounting
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	Ability to communicate clearly with officers of all levels in the council, using telephone, written and face to face contact.  Good ICT skills including the use of a spreadsheet and word processing.  Ability to achieve objectives through planning, monitoring and re-appraisal.	Familiarity with a complex financial software package
<b>Work-related Personal Requirements</b>	No criminal record involving theft or fraud.  Committed to maintaining professional standards, quality service delivery and professional image.  Willing to respond to requests, open to new ideas and being innovative	
<b>Other Work Requirements</b>		
<b>Role models and demonstrates the Council's values and behaviours</b>	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.  We make our values real by demonstrating them in how we behave every day.	

**All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.**

