

Resources Finance

Senior Finance Officer

Job Description and Person Specification

June 2018

Job Description

Job Title:	Senior Finance Officer
Department:	Finance
Team:	People (Adults, Childrens, Schools) Finance
Post number:	S00248 / S00249 / S00250
Grade:	08
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36
Base location:	Lynton House, 255/259 High Road, Ilford, Essex IG1 1NN
Reports to: <i>Job title</i>	Principal Accountant
Responsible for: <i>Job titles of direct reports</i>	N/A
Role purpose and role dimensions: <i>Overview of the job</i>	<p>Working directly to the Principal Accountant, Senior Finance Officers provide focussed financial management services and advice – either to service areas or in aspects of corporate accountancy.</p> <ul style="list-style-type: none"> • Providing detailed evaluation of the financial implications of changes in service delivery in support of the delivery of formal finance reports • Supporting the provision of high quality financial services to service managers in the allocated service area, in accordance within the Council's vision and values • Support the development of the information provided to service managers for the purpose of financial management with an emphasis on constantly improving the quality and customer focus of this information. • Support the Principal Accountant with the preparation of monthly financial monitoring reports through ensuring that all financial data is accurate, timely and complete, in accordance with the monitoring timetable. • To support the delivery of the wider aspects of the closure of accounts process • Providing detailed evaluation of savings and investment options, in support of the development of the Medium Term Financial Strategy. • To provide an effective, customer focused support service to users of the Finance service, responding to and resolving service requests and queries • Any other duties that may reasonably be considered to be within the scope of this post.
Key external contacts: <i>Organisations</i>	<ul style="list-style-type: none"> • External Auditors • Partner Organisations e.g. CCGs, NELFT, Police, Schools • Voluntary Sector Groups
Key internal contacts: <i>Job titles or groups of staff</i>	<ul style="list-style-type: none"> • Service Managers • Service users
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	There is no direct financial responsibility

Key areas for decision making:	<p>As a key professional support to service areas, the postholder will be advising on all aspects of financial processes. This will have far reaching financial and wider implications, covering aspects including: -</p> <ul style="list-style-type: none"> • financial forecasting and planning • statutory accounting. • Financial implications arising from business planning; • Evaluating the financial implications of alternative service delivery models; • risk management and mitigation; • advice and signposting across the Resources directorate.
Other considerations: <i>E.g. working patterns</i>	<p>Normal office hours, but working flexibly and in different locations, including working from home. With an expectation to adjust working patterns according to the services supported.</p>

Key accountabilities and result areas:	Key elements: The specific tasks undertaken by each postholder will be dependent on the remit of the team in which the post is allocated
General Responsibilities	<ul style="list-style-type: none"> • Work closely with the Principal Accountant, keeping them informed of staff, process, system or performance issues and take responsibility for recommending options for resolving them as appropriate. • Respond to and resolve service requests and queries within the agreed service standard and according to operational procedures. • Support system implementations including conducting system testing, developing system documentation / process notes and delivering training to staff on new system processes. • Work collaboratively on projects that support developments / improvements for the Finance Service in a professional and positive way. • Embed customer service excellence, demonstrating a commitment to delivering a customer focused service • Develop and maintain the accounting records necessary to comply with legislative requirements and best professional practice, supporting the accurate completion of grant claims, returns etc., within the required deadlines. • Liaising internal and external auditors in the conduct of their audit, responding to auditors' questions and to opinions and recommendations included in formal audit reports. • Work with colleagues at all levels to identify solutions to business issues being addressed by the Council.
Corporate Finance	<ul style="list-style-type: none"> • To support the delivery of the wider aspects of the closure of accounts process. • Keep abreast of developments in Local Government finance practice, in order to provide support and advice to senior colleagues and customers. • Support the development of the Medium Term Financial Strategy through providing detailed evaluations of budget options. • Support the compilation of the monthly corporate monitoring reports for senior stakeholders • To maintain the Grants Register, confirming that grants due are received and allocated correctly.

Services Finance	<ul style="list-style-type: none"> • Drawing on an in-depth knowledge of the services and the financial complexities under the remit of the host team, ensuring that variations and emerging financial pressures are drawn to the attention of the Principal Accountants, with options for their resolution. • Contribute to meeting the training needs of all service managers and their staff in the use of financial systems and reports. • Support the design and development of the information provided to service managers for the purpose of good financial management, monitoring and control - with an emphasis on constantly improving the quality and customer focus of this information. • To provide advice and guidance to service areas on financial process and activity. • To support the delivery of transformation activity, assisting in the development and evaluation of resulting proposals. • To contribute to the delivery of the Budgetary Control Report and other corporate reports.
Customer Focus	<p>This will involve:</p> <ul style="list-style-type: none"> • Escalation and customer liaison point for finance service • Supporting the delivery of the service areas' financial training needs • Promoting a culture which empowers service managers and supports the delivery of value for money services and knowledge of key cost drivers
General accountabilities and responsibilities	
Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 and GDPR– treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.

Equalities	This will involve: <ul style="list-style-type: none"> Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	This will involve: <ul style="list-style-type: none"> Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	This will involve: <ul style="list-style-type: none"> Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	This will involve: <ul style="list-style-type: none"> Taking responsibility for continuing self-development and participating in training and development activities. Participating in the ongoing development, implementation and monitoring of the service plans. Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	This will involve: <ul style="list-style-type: none"> The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within the grading level and competence.

Person Specification

Job Title:	Senior Finance Officer		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 1 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	Membership of the Association of Accounting Technicians (AAT) or significant experience in the finance service of a large, complex organisation	A	3
Minimum experience/ knowledge/ skills:	Significant knowledge of relevant regulations as they relate to the activities of the Finance Service	A/I	3
	Experience of developing system user guides and training documentation for new systems and processes	A/I/T	2
	Experience of working independently scheduling and prioritising own work to meet service requirements	A/I	2
	Able to collate, produce, and present information using statistical data to enhance understanding and decision making	A/I	3
	Experience and proven ability to identify service improvements and manage change	A/I	2
	Excellent IT skills with good knowledge of office applications	A/I/T	3
	Experience of process review and improvement	A/I	2
Minimum behaviours: Customer service	Ability to work with internal and external stakeholders to support the delivery of the Finance Service in line with the annual service plan	A/I	3
	Ability to build and maintain good working relationships with a wider range of colleagues, internal and external service users to deliver the service to required standard	A/I	3
	Responsive to customer need, implementing feedback mechanisms	A/I	3
	Experience of implementing and managing customer	A/I/T	3
Communicating and influencing others	Ability to communicate effectively and appropriately through all mediums	A/I	2
	Ability to present information effectively to all audiences	A/I/T	3

Working together	To work in partnership with support colleagues across services	A/I	3
	To work seamlessly with other members of the finance team and wider resources directorate	A/I	3
Special conditions:			
Signature of Employee:	Name:	Date:	