

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Systems & Transactions Team Leader
Service Area / Team	Finance
Reports to	Corporate Debt and Business Rates Manager – subject to consultation
Post Number	TBC
Grade & Annual Salary	Grade F (£37,204 - £42,285 per annum) – subject to evaluation
Politically Restricted Post	No
DBS Requirement	Standard

JOB PURPOSE
<ul style="list-style-type: none"> • To efficiently and effectively undertake a range of financial transactions, administrative & planned systems processing activities • To lead and manage a team of Finance Officers focussed on the efficient and accurate processing of financial transactions • To assist the Corporate Debt & Business Rates Manager in consistently providing a first class service that is efficient, effective, and resilient and customer and delivery focused • To play a key role in the implementation of the new finance system

MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • To run standardised Financial System reports as requested by team members or Budget Managers • To process interface files and reconcile the opening and closing balances as outlined in the agreed process notes • To process the bank tape • Receive, validate and process invoice requests into the e-financial system daily and prepare payment batches • Process payment requests re cheques and manual requests

<ul style="list-style-type: none"> • To maintain all finance system modules, to ensure that they meet the needs of its users.
<ul style="list-style-type: none"> • To have a detailed understanding of the financial management system interfaces and to manage changes to interfaces and future system upgrades
<ul style="list-style-type: none"> • To assist with the development of reports through available writing tools to support the service needs
<ul style="list-style-type: none"> • To co-ordinate the testing of future upgrades of the systems, and to ensure the minimum possible disruption of the 'live' system, when upgrades are undertaken.
<ul style="list-style-type: none"> • To carry out any required system related training of new and existing users, to ensure effective use of the system.
<ul style="list-style-type: none"> • To receive and respond to user enquiries about the financial systems including processing of user reports and extracts and provide advice on system enquiry facilities.
<ul style="list-style-type: none"> • To oversee the loading of cheque/BACS production into the financial management system and provide cover for the Income Assistant
<ul style="list-style-type: none"> • To manage the system control environment
<ul style="list-style-type: none"> • To carry out month end and year end procedures.
<ul style="list-style-type: none"> • To maintain the financial chart of accounts.
<ul style="list-style-type: none"> • To log incidents with software suppliers, applying fixes to applications and testing accordingly
<ul style="list-style-type: none"> • Prepare BACS file for payments twice weekly and monthly salary submission
<ul style="list-style-type: none"> • Investigate and resolve any returned BACS payments
<ul style="list-style-type: none"> • Processing urgent payments as necessary
<ul style="list-style-type: none"> • Managing and verifying the integrity of the creditors control account.
<ul style="list-style-type: none"> • To reconcile other control accounts on a regular basis, alerting the Finance Officers of any material variances
<ul style="list-style-type: none"> • To support the Chief Accountant to collate the annual collection of Related Party Transaction letters from Councillors and appropriate Officers
<ul style="list-style-type: none"> • To comply with the Construction Industry Tax Scheme including prompt and accurate completion of statutory returns to HMRC and other requests for information from external bodies. • Generate and email monthly Construction Industry Scheme-statements to the vendors when applicable.
<ul style="list-style-type: none"> • Maintain the periodical payments register and to automatically process regular payments.

<ul style="list-style-type: none"> • Operate the DbCapture electronic scanning equipment.
<ul style="list-style-type: none"> • Liaise with HMRC as necessary:- Input new vendor details into HMRC website re Construction Industry Scheme (CIS) when appropriate.
<ul style="list-style-type: none"> • Provide prompt and accurate advice and information as requested to external stakeholders and internal staff, including users of the financial system.
<ul style="list-style-type: none"> • Prepare and pay Special Levy payments to the Parish Councils • Prepare and make payments to Polling stations hired at elections periods.
<ul style="list-style-type: none"> • Creation and Maintenance of Supplier detail records within E/financials
<ul style="list-style-type: none"> • Calculate Late payment fee when applicable in accordance with Folkestone & Hythe's 30 day policy re payment of invoices.
<ul style="list-style-type: none"> • To accurately monitor, maintain and reconcile the cash receipting interface and load onto the financial system in accordance with the timetable.
<ul style="list-style-type: none"> • To ensure payment runs are accurately and routinely input into the financial ledger system in accordance with business needs.
<ul style="list-style-type: none"> • To ensure Council Tax and Business Rates refunds for both BACS and Cheques payment runs accurately and routinely input into the financial ledger system in accordance with business needs.
<ul style="list-style-type: none"> • To prepare the Benefit payment runs accurately and routinely input into the financial ledger system in accordance with business needs.
<ul style="list-style-type: none"> • To process journal transfers, accrual journals and historic journals promptly.
<ul style="list-style-type: none"> • To raise debtor invoices for the section in an accurate and timely manner, including those required to recharge insurance premiums to Shared Ownership & Commercial leaseholders.
<ul style="list-style-type: none"> • To ensure the accurate bank reconciliation
<ul style="list-style-type: none"> • To create and process journal transfers for Direct Payments in accordance with business needs.
<ul style="list-style-type: none"> • To be responsible for the creation and maintenance of passwords, system roles and access levels (based on defined roles) for the financial system
<ul style="list-style-type: none"> • To create and amend cost centre, subjective and job codes where appropriate.
<ul style="list-style-type: none"> • To assist and actively participate in any testing for relevant Financial Services Systems upgrades.
<ul style="list-style-type: none"> • To undertake stopping and cancelling routines and repay to funds cheques.
<ul style="list-style-type: none"> • To process AIMS Report for VAT analysis.
<ul style="list-style-type: none"> • To process Green Waste Report for contact at Dover District Council.
<ul style="list-style-type: none"> • To ensure Housing Rents and Voids Interface is accurately coded and processed into EFinancials system.
<ul style="list-style-type: none"> • To assist in the processing of insurance claims including setting up claims, closing down claims, maintaining claims files and obtaining relevant information from council departments.
<ul style="list-style-type: none"> • To ensure the claims management system is maintained and up to date.

<ul style="list-style-type: none"> • To assist the Insurance and Risk Officer in maintaining up to date insurance records of all council owned property and vehicles, in particular for leasehold flats and commercial and industrial leasehold properties.
<ul style="list-style-type: none"> • To maintain 220 Housing and 53 Commercial Leaseholder property records to enable the recharging of insurance costs at renewal, to include all changes to occupiers, valuations and new properties to be recorded.
<ul style="list-style-type: none"> • To use the e-Procurement and e-Financial systems to raise purchase orders for property and vehicle repairs and insurance premium renewals and to 'goods receipt' when the supplies and services have been received to enable payment of the invoices
<ul style="list-style-type: none"> • To provide insurance premium data to Housing to enable preparation of budget estimates and to undertake the annual service recharging.
<ul style="list-style-type: none"> • Prepare insurance renewal letters electronically for printing for Housing and Commercial leaseholders.
<ul style="list-style-type: none"> • To provide support to the Accountants and Chief Accountant in administrative activities and financial processing
<ul style="list-style-type: none"> • Coach, develop and appraise relevant staff ensuring they are equipped to deliver a high quality, efficient and effective service that is continuously improving and highly responsive to internal and external customers' needs.
<ul style="list-style-type: none"> • Develop and motivate staff by providing direction, identifying emerging issues and determining priorities.
<ul style="list-style-type: none"> • Identify and deliver continuous improvement/best practice initiatives

CORPORATE RESPONSIBILITIES

<ul style="list-style-type: none"> • Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
<ul style="list-style-type: none"> • To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
<ul style="list-style-type: none"> • To actively demonstrate the values and behaviours of the council.
<ul style="list-style-type: none"> • To ensure our customers are valued by taking into account their views and needs in all that we do.
<ul style="list-style-type: none"> • To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
<ul style="list-style-type: none"> • To communicate openly and honestly with colleagues, members and customers.
<ul style="list-style-type: none"> • To be responsible for the processing and accurate allocation of the monies electronically received by the authority
<ul style="list-style-type: none"> • To undergo any training necessary to be able to fulfil the requirements of the job.
<ul style="list-style-type: none"> • To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

Folkestone & Hythe District Council Person Specification

Post Title: Transactions & Systems Team Leader

Important Information for Applicants: The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> A – C Maths and English GCSE, Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths. AAT Part Qualified Accountant 	✓		
	Desirable <ul style="list-style-type: none"> Systems qualification Line management qualification 	✓		
Experience and Knowledge	Essential <ul style="list-style-type: none"> 2 years recent and relevant experience within a financial environment. Experience of operating an electronic payments system. Experience of using Microsoft Office and in particular knowledge of Excel and Outlook with the ability to learn new systems quickly Recent and relevant financial administration, transaction or system experience e.g. <ul style="list-style-type: none"> Accounts payable Maintaining a financial system Inputting creditor and benefit payments into the financial system. Preparing Bacs runs/files Experience of working with commercial customers. Detailed understanding and knowledge of computerised financial information systems including general ledger, purchase order and payments ledger. Knowledge and experience of applying internal financial procedures. 			

	<ul style="list-style-type: none"> Detailed knowledge in order to ensure that financial record-keeping arrangements are managed in line with legislation, the council's Constitution and current professional standards. 			
	Desirable <ul style="list-style-type: none"> Recent and relevant experience of operating e-financial payments system, including general ledger, sales ledger, ordering and e-procurement. Detailed knowledge and experience of reconciling cash receipting system. Understanding of insurance administration Recent and relevant experience of working within a local government finance department Line management experience 			
Skills and Abilities	Essential <ul style="list-style-type: none"> The written and oral communication skills required to effectively liaise with stakeholders, customers and colleagues at every level and through a range of mediums. Excellent interpersonal skills with the ability to operate and build excellent working relationships at all levels Ability to work on own initiative with minimal supervision. The ability to work effectively as part of a team and contribute to the objectives and project based work. Proactive and committed to continued service and personal development Ability to seek out best practice from within the Council and from other organisations, to use feedback and experiences as learning points, and to initiate or implement improved ways of working as a consequence. Customer orientated approach with excellent customer service skills; demonstrable ability to offer customers an effective, efficient and consistent service. Accurate and demonstrable attention to detail The ability to analyse and interpret complex information effectively and present to non-financial recipients. Ability to organise and prioritise workload and competing demands effectively in order to meet deadlines and maintain high standards at all times 			
	Desirable:			

