

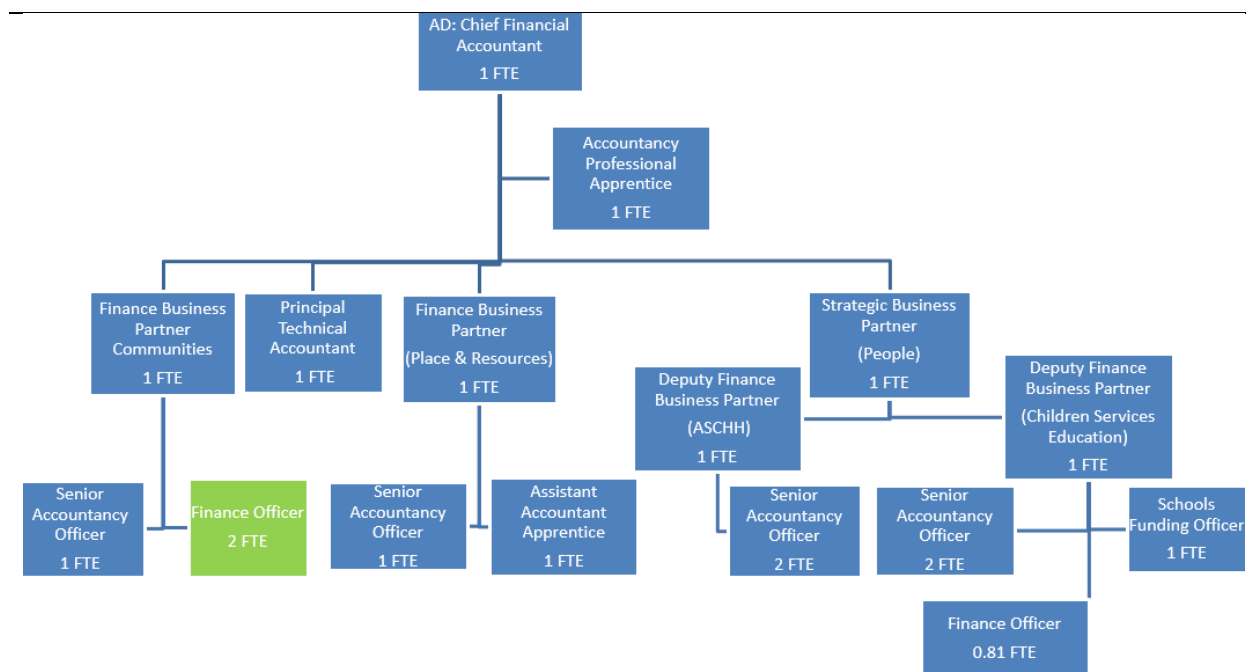
## JOB DESCRIPTION

<b>Job Title:</b>	Finance Officer		
<b>Directorate:</b>	Resources	<b>Salary:</b>	£30,024 - £35,412 FTE plus £729 London Weighting
<b>Section:</b>	Accountancy	<b>Grade:</b>	BG-H, SCP 15-24
<b>Location:</b>	Time Square	<b>Work Style:</b>	Flexible

### Key Objectives of the role

- You will assist with financial services and general support. This will involve reporting, creating journals, budget movements, coding corrections and reconciliations and 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.
- You 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.
- 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 the balance sheet on a monthly basis, including the 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 spreadsheets 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 and a quality service delivery.  Willing to respond to requests, open to new ideas and being innovative.	
<b>Other Work Requirements</b>	This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies	
<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 & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

