**Job Description**

Job Title: Finance Support Assistant

Pay Grade: W1-W2

Directorate: Finance

Team: Financial Services

Reporting to: Finance Support Team Manager

Budgetary Responsibilities: N/A

Job Purpose:

To deliver high-quality transactional finance services, including accounts payable, accounts receivable, corporate credit cards (p-cards), and petty cash management. Assistants undertake routine financial processing tasks under supervision, problem-solving, and ensure compliance with agreed processes.

Main Tasks:

1. Accounts Payable & Receivable:
   * Process invoices and receipts, ensuring proper authorization and compliance with financial regulations.
2. Corporate Credit Cards & Petty Cash:
   * Support the administration of corporate credit cards (p-cards) and petty cash transactions.
3. Financial Transactions & Reporting:
   * Ensure accurate data entry and support the preparation of financial reports.
4. Customer Service:
   * Provide customer service, supporting Officers to resolve more complex queries.
5. Compliance & Audit:
   * Support compliance efforts by following established procedures and assisting with audits

People Management: N/A

Service Management: N/A

Financial Responsibility: N/A

Other Responsibilities:

* Undertake other duties as required, in line with the skills and level of the role.
* Ensure flexibility in work to support the effective and efficient delivery of financial services.

**Person Specification**

**Key:**

E = Essential, D = Desirable,   
A = Application Form, I = Interview, P = Presentation

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Standard** | **E/D** | **Measure** |
| **Education & training** | * Relevant qualification in finance or accounting (e.g., AAT, degree level, or equivalent experience). | E | A/I |
| **Experience** | * Experience in a finance role, particularly in accounts payable, accounts receivable, or transactional services. * Experience working in a public sector finance environment. | E  D | A/I  I |
| **Special Requirements** | * Strong attention to detail with the ability to work accurately under pressure. * Good analytical skills and proficiency in financial software and systems (e.g., ERP systems) and Microsoft Office applications. * Excellent communication and interpersonal skills, with the ability to work effectively within a team and engage with stakeholders. * Knowledge of local authority financial processes and regulations. | E  E  E  D | A/I  A/I  A/I  I |

**Woking Borough Council** is committed to eliminating discrimination and disadvantage based on any protected characteristics and social class. The council welcomes applications from candidates interested in flexible working and encourages applications from disabled individuals, as this group is currently underrepresented in our workforce.

**Candidate Screening**

|  |  |
| --- | --- |
| **Does Rehabilitation of Offenders Act 1974 apply?** | Yes |
| **Disclosure and Barring Service check required?** | Yes |
| **If yes, what level?** | Basic |
| **Is this a Politically Restricted Post?** | No |
| **Does this role have emergency responsibilities?** | No Choose an item. |

**Role Map**

|  |  |
| --- | --- |
| **Behaviour** | **Level Required** *(1-4)* |
| Shaping our Future | **2** |
| Leading our People | **2** |
| Delivering for our Customers | **2** |
| Making Change Happen | **2** |
| Team and Partnership Working | **1** |
| Communicating Openly | **2** |
| Performance Management | **1** |

Please refer to the Council’s Behavioural Framework for examples and indicators of the expected behaviour required at each level (this will be attached as a document to each job advert).

| **LINKED GRADE DESCRIPTORS** | | | | | **Behaviours from Role Map** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title** | **Team + grade** | **Duties/ responsibilities with reference to behaviours** | **Probable Qualifications** | **Indicative Experience** | **SofF** | **LourP** | **DforourC** | **MCH** | **Tand PW** | **CO** | **PM** |
| Finance Support Assistant | W1 | To work within the Financial Services Finance Support Team across debtors, creditors and general support functions.  Running Finance System processes, data input and maintenance, monitoring control reports and resolution of supplier, debtor and Business Area queries.  Within Sales ledger, the proactive collection of debts by telephone, letter or email.  Provides effective and efficient administrative support.  Good communication skills.  Works independently with some support. | Good general level of education preferably including GCSE or equivalent in Maths and English. | Able to use windows ICT applications | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Finance Support Assistant | W2 | As above plus:  Supports other team members and provides cover for Finance Support Officers. Takes a lead in developing and implementing new working processes and practices.  Ability to work flexibly and quickly pick up new tasks.  Minimal supervision required.  Excellent communication skills. | Good general level of education preferably including GCSE or equivalent in Maths and English. | Able to use windows ICT applications  Experienced user of financial systems.  Experienced in debt collection.  Experienced in working in local government/other financial environment. | 2 | 2 | 2 | 2 | 1 | 2 | 1 |