

## Folkestone & Hythe District Council Job Description

JOB DETAILS	
<b>Job Title</b>	Finance Officer (Transactions)
<b>Service Area / Team</b>	Finance
<b>Reports to</b>	Systems & Transactions Team Leader
<b>Post Number</b>	
<b>Grade &amp; Annual Salary</b>	TBC
<b>Politically Restricted Post</b>	No
<b>DBS Requirement</b>	Basic

JOB PURPOSE
<ul style="list-style-type: none"> <li>To efficiently and effectively undertake a range of financial transactions, administrative and planned systems processing activities</li> </ul>

MAIN DUTIES AND RESPONSIBILITIES
<p><b>Accounts Payable</b> tasks include, but not limited to:</p> <ul style="list-style-type: none"> <li>Manage the invoices mailbox</li> <li>Set up new suppliers on the finance system</li> <li>Process invoices for payment</li> <li>Carry out the twice weekly payment run</li> <li>Set up Precept payments for payment</li> <li>Reconciliation of Supplier Statements, contacting suppliers to resolve any differences as appropriate</li> <li>To check all CIS invoices to ensure they are compliant with appropriate legislation, that the contractor is registered and CIS is correctly calculated and processes.</li> <li>Process information for CIS returns and submit to HMRC by agreed deadlines</li> <li>Deal with queries from suppliers regarding invoices/credit notes</li> <li>Set up faster payments as required</li> <li>Investigate and resolve queries such as returned BACS payments, payment traces and late invoices</li> <li>Manage and verify the integrity of the Creditors control account</li> <li>Ensure Council Tax and Business rate refunds are processed</li> <li>Prepare the Housing Benefit payment runs</li> </ul>

- Responsible for ensuring that all invoices within their role are processed in an accurate and timely manner
  - Responsible for check all invoices against current VAT legislation to ensure that appropriate VAT treatment is correctly applied.
  - To ensure sound understanding of the services across the Council to ensure Invoices are correctly coded
  - To ensure that the correct Procurement processes have been observed such as PO's
- To provide internal customers with support and training as appropriate to correctly use the Finance System reducing errors

**Income** tasks include, but not limited to:

- Processing daily bank files/cash files
- Process debtor journals, daily cash journals, rent journals and VAT amendment journals, ensuring the timely and accurate loading of interface journals from the server liaising with the relevant Systems Support Officer to rectify any issues
- Monitor, maintain and reconcile the cash receipting interface and load into the finance system
- Process Bank Reconciliation auto matching
- Process income, income exceptions, rent payments and planning portal payments
- Working collaboratively across the Council to ensure income is correctly coded in the income system
- When new income streams are received working with budget managers to ensure the Financial System accurately reflects appropriate income recording.
- Ensure housing rents and voids interface is accurately coded and processed
- Process fund to fund transfers
- Working with both internal and external customer to investigate and resolve income queries
- Process interface from Revenue and Benefits system and reconcile data
- Reconcile Debtor and General Ledger cash data
- Reconcile salary net pay
- Reconcile unidentified income
- Run reports from the income system for green waste, land charges, VAT and distribute to relevant officers

- To assist and actively participate in any testing for relevant Financial Services Systems upgrades.

- To develop good working relationships with team members and other Officers to ensure they receive prompt and professional service.

- To develop and provide a high level of service to users of the financial management system.

- To support the Insurance & Risk Officer by undertaking appropriate and relevant tasks as requested.

- Acknowledge and respond appropriately to all customer insurance claims.

- Ensure all insurance claims are logged appropriately on the relevant systems.

- Administer the insurance payment process.

- To collate and produce transparency data as required.

<b>CORPORATE RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• 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.</li></ul>
<ul style="list-style-type: none"><li>• 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.</li></ul>
<ul style="list-style-type: none"><li>• To actively demonstrate the values and behaviours of the council.</li></ul>
<ul style="list-style-type: none"><li>• To ensure our customers are valued by taking into account their views and needs in all that we do.</li></ul>
<ul style="list-style-type: none"><li>• To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.</li></ul>
<ul style="list-style-type: none"><li>• To communicate openly and honestly with colleagues, members and customers.</li></ul>
<ul style="list-style-type: none"><li>• To undergo any training necessary to be able to fulfil the requirements of the job.</li></ul>
<ul style="list-style-type: none"><li>• 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.</li></ul>

## Folkestone & Hythe District Council Person Specification

### Post Title: Finance Officer (Transactions)

#### 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	<b>Essential</b> <ul style="list-style-type: none"> <li>GCSE Maths and English at Grade C or above (or equivalent) or recent and relevant experience that demonstrates proficiency in Maths and English.</li> </ul>	✓		
	<b>Desirable</b> <ul style="list-style-type: none"> <li>AAT qualification</li> </ul>	✓		
Experience and Knowledge	<b>Essential</b> <ul style="list-style-type: none"> <li>Experience of using Microsoft Office and in particular knowledge of Excel and Outlook with the ability to learn new systems quickly</li> <li>Recent and relevant experience of working in the finance or insurance function/environment is preferable.</li> </ul>			
	<b>Desirable</b> <ul style="list-style-type: none"> <li>Detailed knowledge of computerised financial information systems including general ledger.</li> <li>Experience of inputting creditor and benefit payments into the financial system.</li> <li>Experience of preparing Bacs runs/files</li> <li>Knowledge and experience of basic accounting principles</li> <li>Knowledge of e-financials including general ledger, sales ledger, ordering and e-procurement.</li> <li>Recent relevant experience of working in a local government finance department.</li> </ul>			

<b>Skills and Abilities</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ Excellent written and oral communication skills required to effectively liaise and build working relationships with stakeholders, customers and colleagues at every level and through a range of mediums.</li> <li>▪ The ability to work effectively as part of a team with minimal supervision.</li> <li>▪ High level of attention to detail and accuracy</li> <li>▪ The ability to interpret information and operate on own initiative.</li> <li>▪ The ability to organise and prioritise work effectively in order to meet deadlines and to maintain high standards at all times.</li> <li>▪ Understanding of, and commitment to, data protection and maintaining confidentiality.</li> <li>▪ Demonstrable commitment to continuous improvement and the ability to seek out best practice.</li> <li>▪ Professional and customer focussed approach</li> </ul>			
	<b>Desirable</b> <ul style="list-style-type: none"> <li>▪</li> </ul>			