



ROLE PROFILE FOR

FINANCIAL SYSTEMS ACCOUNTANT/ FINANCE BUSINESS PARTNER

Role Title: Financial Systems Accountant/Finance Business Partner

Service: Finance

Location: Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD

Reporting To: Transactional Accountancy and Systems Manager

Role Purpose

- To assist the Transactional Accountancy and Systems Manager in ensuring the efficient running of the transaction teams operations.
- To be the 'subject matter expert on the Council's financial system, ensuring the integrity and currency of the system
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- To be the senior administrator for the Civica Financial system ('the ledger') for the Council
- To maximise the opportunities for efficient working from the financial system
- To train service users to enable them to realise the benefits of the Civica system
- To train and manage transactions officers in basic system administration
- To manage the transactions officers to ensure that all reconciliations are carried out and completed
- To assist the services to ensure all financial matters relating to the ledger are addressed satisfactorily and actions agreed to address any issues



- To manage, develop and maintain the Council's financial system to ensure that maximum benefit from it is obtained for services users and efficiencies realised
- To fully understand the AR, AP and Bank Reconciliation processes, in order to cover when required and support the team and wider organisation
- To bring a commercial view to services and their operation
- To deputise as required for the Transactional Accountancy and Systems Manager.
- To provide application support on Finance system: Triage operational system issues and liaise with external system provider to resolve as required
- Data management on Finance system (archiving etc)
- To develop and implement a continuous improvement programme for the finance system
- Alongside Transactional & Systems Manager, manage access rights on Council's online banking platform ensuring permissions and limits are in line with delegated authorities
- To ensure procedures / guidance notes on Financial system processes are kept up-to-date on Council's intranet
- To support the Corporate Accountancy Manager ('dotted line' management) and act as a Finance Business Partner for one of the Council's Services.
- To assist in compiling detailed revenue budgets for inclusion within the Council's budget, working with services in line with the council's budget processes
- To work with the Technical Accounting Manager with year end processes and balance sheet management



Main Duties and Accountabilities

Knowledge and Expertise

Systems

- To assist in the development of the Civica financial systems such that its capabilities and efficiencies can be realised across the Council
- To be the administrator for the Civica Financial system
- To assist in managing upgrades and enhancements to the system
- To assist in the design and delivery of reports to services
- To design reports to assist with the compilation of the detailed revenue and/or capital budgets for inclusion within the Council's budget working with services in line with the council's budget processes.
- To train services to use the Civica system and enable them to realise the benefits of the system
- To work on integrating the Council's financial system with other council systems
- To manage access rights for all users to the system and ensure access rights are in line with Delegated Authorities
- To ensure that all reconciliations are completed

Finance Business Partner

- To ensure that all regular finance processes/tasks are completed consistently and in line with the operating model in place across the Council.
- To assist in compiling detailed revenue budgets for inclusion within the Council's budget working with services in line with the council's budget processes.
- To ensure budget managers, service managers and HoS have a thorough understanding and acceptance of their budgets and know how to access data to enable them to manage them.



- To provide financial support to Budget and Service Managers and other staff involved in financial transactions to enable tight budgetary control of revenue, capital and salaries including:
 - the provision of accurate and timely information and advice
 - maximise budget holders use of the new system and to provide training where appropriate
 - developing awareness of and ensuring compliance with Financial Regulations and Contract Standing Orders
 - the development of financial systems ensuring that they remain appropriate to the needs of managers.
- To assist in the preparation of information for elected Members and the public in relation to financial issues
- To apply business principles to services
- To ensure that issues identified within internal audit reports relating to services within the Department are responded to and acted upon, as appropriate
- To work on cross service initiatives as required

Accounting

- Assist with the closing of the annual accounts and the preparation of the financial statements and working papers in compliance with statute, accounting standards, BVACOP and auditors advice
- Support the Finance Managers with the completion of Government Statutory returns as directed by the Strategic Finance Manager.
- To ensure that the council's financial records are maintained in accordance with the instructions of the Strategic Finance Manager.
- Assist in completing the Authorities monthly VAT return.
- Assist in completing the bank reconciliation.

Probity

- Ensure the Council's Financial Transactions, budgets and accounts meet with all due standards of probity and that they comply with relevant



legislation, accounting codes of practice, financial regulations and standing orders.

Special Projects

- Undertake, participate in or advise on special projects and internal working groups as required
- If required lead and support on the acquisition of new financial ledger system.

Other

- Assistance with benchmarking and value for money reviews

Creativity and Innovation

- To keep current on advances and development in the Civica (and other ledger systems) and advise the Transactional Accounting and Systems Manager and the Strategic Finance Manager on future changes and improvements to the ledger system.
- To advise, support and offer creative solutions to service areas that the role supports around budget setting, reporting, management and monitoring, including forecasting year end positions. This includes managing over and underspends in the most efficient (and corporate) manner.

Financial Accountability

- To ensure the Services revenue budgets are monitored accurately and on time. To continually look for efficiency savings, wherever possible
- To plan, monitor and control expenditure and income in relevant areas so that spending is in line with budgets and savings targets
- To maintain financial probity across the service areas supported
- To raise any finance or accounting issues with the Council's Chief Finance Officer (Section 151 Officer) or nominated deputy.



Impact upon the Organisation & the Community

- To effectively contribute towards providing and improving the level of service that finance provide to all customers, officers, Members and organisations, maintaining and building effective relationships.
- Officers should ensure that in all corporate activity, they take into account and are responsive to the values of equality and diversity and meeting equal opportunity policies
- To be able to converse clearly with other members of staff in terms that a non-finance professional can understand.
- To be able to provide training for services to enable them to use the Civica system and training new starters in Finance
- To prepare financial reports to Committees and senior management in a clear manner that can be understood by non-finance professionals.

Management & Supervisory Responsibilities

- Deputise for Transactional Accounting and Systems Manager
- Direct, supervise and manage Transactions Officers in operation of the system and basic system admin tasks (no direct line management)
- Run the ledger system for the Council

Initiative & Independent Action

- To work autonomously using own judgement to make decisions with only occasional reference to the Transaction and Systems Manager.
- To ensure Council internal procedures (incl financial regulations) are complied with
- To ensure that accounting records are maintain on the ledger in accordance with the accounting policies and the Council's chart of accounts.



- Recognise, prevent and minimise fraud both internally and externally by knowledge of fraud awareness issues and counter-fraud provisions, adopting procedures according to current policies, referring discrepancies to the Council's Investigation Section
- To keep up to date with changes in Accounting Policies and all technical aspects of changes required
- Work with colleagues, the Transactional Accountancy and Systems Manager and the Strategic Finance Manager to manage the workload within the department
- Plan and organise work effectively to deliver Corporate and services objectives and priorities

General

- To work with absolute personal integrity at all times
- To undertake other roles, responsibilities and duties commensurate with the level and expectations of this post which may be required from time to time
- To be responsible for health and safety issues relating to the team and ensure each member complies with statutory requirements and Council's Policy
- Maintain a secure working environment at all times and adhere to procedures.

Continuous Professional Development

- Keep up to date with changes in legislation, financial regulations, accountancy practice and updates on the accounting systems.
- Ensure all professional development is undertaken to ensure continuation of any professional qualifications.



Customers and Contacts

Important Internal Relationships

- Head of Finance (CFO)
- Strategic Finance Manager (Deputy Section 151/CFO)
- All Accountancy Managers
- Transactions Officers
- Internal Audit
- All Financial System Users
- Corporate Management Team
- Information and Communications Technology Service
- Service Budget Holders
- Other staff throughout the authority

Important External Relationships

- Auditors
- IT specialists (CIVICA)
- CIVICA User Groups (other Local Authorities)
- HMRC
- Banks

Additional Requirements

- To continuously suggest/improve and/or update processes and procedures by digitalisation and streamlining with a view to maximising effectiveness, efficiency and to enable data sharing.
- To work collaboratively with colleagues in accordance with our corporate values and policies to achieve the Council aims and objectives.



- Ability to work from home if required, with access to reliable fast broadband connectivity.
- No contra-indications in personal background or criminal record indicating unsuitability in this role.
- Legally entitled to work in the UK.
- Carries out any other duties commensurate with the grade of this post as is required of the Council.



Financial Systems Accountant/Finance Business Partner - Person Specification

Qualifications and Training

Criteria	Essential or Desirable	Application, Interview or Assessment
Minimum of 5 GCSE including maths and English	E	A/I
Possession of Accounting Qualification or equivalent	E	A/I

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
Experience of financial systems administration preferably in local government	E	A/I
Understanding of the principles of accounting within the public sector	E	A/I
Understand AR, AP and Bank Req processes	E	A/I
Ability to design reports using Crystal or other database tools	D	A/I
Good word and excellent excel skills in particular around report design.	E	A/I



Knowledge of the latest issues affecting local government	D	A/I
Knowledge of local Government finance including accounting standards and statute	D	A/I
Work experience in Audit	D	A/I

Skills and Relations with People

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to express ideas and facts clearly and confidently to others at all levels	E	I
Able to train staff in systems use	E	I
Able to give high quality, sound advice on systems matters	E	A/I
Ability to develop good working relationships with colleagues and gain mutual respect	E	A/I

Creativity and Innovation

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to create new and imaginative approaches to processes and systems	E	A/I
Ability to effectively problem solve	E	A/I



Financial Accountability

Criteria	Essential or Desirable	Application, Interview or Assessment
Experience of preparing Statement of Accounts	D	A/I
Understanding of a systems Chart of Accounts	E	A/I

Impact upon the Organisation and the Community

Criteria	Essential or Desirable	Application, Interview or Assessment
Experience of developing initiatives designed to maintain a secure financial services environment at all times	E	I
Experience of assisting services in achieving their objectives	E	I
Experience of training and educating staff in working on accounting systems.	E	I
Understanding of the key objectives of the authority and service	E	I

Management and Supervisory Responsibilities

Criteria	Essential or Desirable	Application, Interview or Assessment



Experience of staff management (no direct reports but must be able to train and supervise staff on the financial system)	E	A/I
Ability to deputise for the Transactional Accountancy and Systems Manager	E	A/I

Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
Enthusiasm and ability to take the initiative to positively influence, and demonstrate effective, decision making	E	I
Able to develop new/improved and cost-effective ways of working	E	I
Ability to manage and make decisions independently and create clear and concise reports, reviews and statistical analysis which contribute towards service objectives	E	I
Proven ability to time manage and prioritise own workload and that of the team, achieving team objectives when appropriate	E	A/I
Be able to work concurrently on a wide range of issues, meeting all deadlines, with minimum support and intervention	E	I
Ability to implement and monitor complex projects	E	A/I



Additional Requirements

Criteria	Essential or Desirable	Application, Interview or Assessment
Flexible team player, professional, enthusiastic, open and honest	E	I
Positive approach to challenges and change	E	I
Focused, accurate and methodical with confidence in their own ability	E	I
Demonstrate a desire for continuous self-improvement	E	I
Excellent communicator at all levels	E	I
Open to new tasks and ideas	E	I
To be aware and carry out all relevant Health and Safety legislation and practises within a local authority or similar environment.	E	I

DBS Requirements

- No Check Required

