



Job Description

Job title	Finance Assistant	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Finance	Salary	SK7-SK8* (£25,314 -£27,465 per annum)
Location	Hybrid working	Contract	Permanent

Main Job Purpose

To support the service area in providing a modern, responsive and dynamic financial service to the organisation.

Help and enable the service to deliver outcomes on a business like & commercial basis, achieving value for money for residents.

To support the Assistant Director of Finance and Senior Accountants in implementing and delivering performance improvements and the actions described in the Corporate plan and service plans

This role will provide financial administrative support to service areas across the Council and to the Local Authority Controlled Company.

This role is not politically restricted.

Main Statement of Responsibilities

1. To undertake the role of Systems Administrator for the main financial ICT packages, including;

- Provide support, training and advice to users
- Day to day maintenance of the chart of accounts
- Month end closedowns of all ledgers
- Assist the team to develop and implement new modules and system upgrades, including user testing
- Assist with developing audit trails and implementation of audit recommendations
- Extract appropriate information from financial systems and excel based documents

2. Assist with budget development & monitoring, including;

- Production of regular budget monitoring reports and ad hoc reports as required
- Processing of journals and budget virements
- Assist the team to investigate variances
- Assist with the development and maintenance of financial models
- Upload of budgets and forecast outturn to the General Ledger



- Provide support to the Finance Business Partners as required
3. Assist with the preparation of annual accounts, including;
 - Prepare and review ledger balances
 - Year end closedown of all ledgers
 - Production and maintenance of appropriate working papers and supporting information
 - Preparation and distribution of year end reports
 - Assist External Auditors as required
 4. Assist with providing financial support to the Council companies, including:
 - Processing the monthly payroll
 - Processing invoices for payment
 - Raising invoices for payment
 - Reconciling income received
 6. Assist with the preparation of statistical information and the completion of financial returns
 7. To undertake general office administration duties to support the finance team, including;
 - Assist the team in responding to Freedom of Information requests
 - Assist in researching issues of relevance to the finance team

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.



- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Manages time effectively and delivers against agreed objectives
- Ability to prioritise and meet deadlines
- Ability to work individually and as part of a team
- Takes personal responsibility for own work and focuses on solutions to ensure agreed objectives are met
- Able to work on own initiative
- Strong ICT skills including experience of using Microsoft Excel
- Attention to details with a focus on accuracy and quality
- Self-motivated and enthusiastic
- Willing to undertake further training as appropriate

Desirable



- Previous experience of working in a finance related role
- Previous experience of using a finance system

Relevant Qualifications

Essential

- 5 GCSE's (or equivalent) at Grade 4 or above (to include maths and English)

Desirable

- AAT Qualification or equivalent

Communication and Interpersonal Skills

Essential

- Strong interpersonal and communication skills
- Respond to customer's needs and learn from feedback to improve the customer experience