

# Job Description

**Job Title:** Finance Administrator

**Department:** Innovation & Growth - Central London Forward

**Grade:** C

**Location:** Irish Chamber, Guildhall

**Responsible to:** Finance Manager

**Responsible for:** N/A

**Appointed Candidates Signature:**

*Please sign and date here upon receiving your offer of employment*

**I confirm I have read the Job Description below:**

Full Name: .....

Signature ..... Date: .....

## Purpose of Post

Central London Forward (CLF) is a partnership of the 12 central London local authorities.<sup>1</sup> We work together with our member authorities and other stakeholders to support inclusive and sustainable growth in central London; so our economy thrives, and all our residents and communities benefit from the opportunities this creates. Central London Forward manages large-scale employment and training programmes, helping central London residents into decent work.

The post will report to our Finance Manager, and work closely with our wider programmes team and the 12 local authorities that make up Central London Forward. The postholder will be responsible for all aspects of financial administration for Central London programmes, so that it runs effectively, minimising risk for Central London Forward and our member authorities.

## Main Duties & Responsibilities

1. To be responsible for ensuring effective financial administration of Central London Forward's programmes as directed by the Finance Manager.
2. Raising account receivable invoices and purchase order requisitions as required.
3. Ensuring timely receipting of invoices against Purchase Orders on the financial system, to facilitate timely payment to suppliers.
4. Check that suppliers' invoices are accurate and in line with P.O values.
5. Producing monthly budget reports for contract managers.
6. Compiling primary data for returns to funding organisations which comprise of various London Boroughs.

7. Keep accurate financial records and ensuring that there is a clear audit trail of all transactions.
8. Undertake checks of evidence submitted by Delivery Partners across programmes for review and sign-off by the Finance Manager.
9. Liaising with and providing support for colleagues at our 12 member authorities.
10. Answering enquiries from providers on invoices, Purchase Orders, payment etc by utilising the City of London's accounting system, Oracle.
11. Providing ad-hoc financial administration duties in a timely and efficient manner;
12. Carrying out data entry.
13. To undertake all work in accordance with the City's Standing Orders and Financial Regulations.
14. Comply with the City of London's Occupational Health and Safety Policy in relation to the duties of the post.
15. Comply with the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
16. To undertake any other duties that may reasonably be requested appropriate to the post.

# Person Specification

**Job Title:** Finance Administrator

**Department:** Innovation & Growth – Central London Forward

**Grade:** C

**Trent Position number:** POS008381

**DBS Criterion:** Basic DBS

**Security Vetting Criterion:** No security vetting is required

**Politically Restricted Post Criterion:** This post is not politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

## Professional Qualifications / Relevant Education & Training

- Must be AAT part-qualified or equivalent (A)
- A degree level qualification, or equivalent professional experience, is desirable (A)

## Experience Required

- Experience of using Oracle, or a similar digital financial system is essential (A, I)
- Experience of complying with funding regulations is essential (A, I)
- Experience of building relationships and working effectively with diverse stakeholders is essential (A, I)
- Experience of handling confidential information containing financial and personal data is essential (A, I)
- Experience of financial administration on externally funded programmes (e.g. DWP/GLA) is desirable (A, I)
- Experience of working in a finance role within local government is desirable (A, I)
- Experience of presenting financial information, including to a non-expert audience is desirable (A, I)

## Technical Skills & Knowledge

- Excellent financial administration skills (A, I)
- Good analytical skills, with the ability to interpret and communicate financial data (A, I)
- Good written and oral communication skills (A, I)
- Good stakeholder management skills, with the ability to work with people from diverse background (A, I)
- Good IT skills with the ability to use Microsoft Excel, Word and Teams (A)
- Excellent attention to detail and accuracy are essential (A, I)
- Knowledge of data protection regulations would be desirable (A, I)

## Recruitment – Note to Applicants

***The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***



# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Contract**

The position is offered on a permanent basis.

## **Salary**

The salary range for this job is £38,080 - £42,150 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Pension**

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

**The current employer contribution rate for the City of London is 21%.**

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Hours of Work**

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.



## **Annual Leave**

There is an entitlement of 24 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

## **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

## **Notice Period**

1 month by either party after satisfactory completion of probationary period.

## **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

## **City Benefits**

CoLOUR is our rewards, benefits, and recognition platform. As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to.

## **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation



## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.