

**JOB PROFILE**

|                       |                                  |
|-----------------------|----------------------------------|
| <b>Post No.</b>       | 60556                            |
| <b>Post Title:</b>    | Management and Finance Assistant |
| <b>Division/Team:</b> | Property Repairs Team            |
| <b>Grade:</b>         | Grade C                          |
| <b>Service:</b>       | Operations and Traded Services   |
| <b>Reports to:</b>    | Property Repairs Team Leader     |
| <b>Issue Date:</b>    | July 2024                        |

**PURPOSE OF THE JOB**

To proactively assist with the delivery of an efficient and effective Property Repairs Service (incorporating street scene) by providing financial support to the services .

**1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1.1 To provide financial support to the Property Repairs Service including updating of relevant systems including Agresso, SharePoint, Technology Forge, Civica, Total Connect, Pay.Net and the E credit card.
- 1.2 Track, analyse, and process contractor and supplier invoices for the Property Repairs Service ensuring costs are assigned accurately.
- 1.3 Create financial reports and extract information from various IT systems, to provide data to support the operational management of the service.
- 1.4 Financial review of property repairs and street scene to optimise income generation and to monitor correct stock / materials for accurate individual job costing, including recharges, Handyman service and Home Heart jobs.
- 1.5 System administration support data cleansing, and Year End reconciliations to optimise income generation and control costs.
- 1.6 To deal with incoming communications from various sources including contractors, suppliers, and reps.
- 1.7 To gain and maintain knowledge and experience in a range of systems, business processes and related subjects within Property Services to an appropriate level to assist with service improvement and development.
- 1.8 To assign tasks and mentor finance apprentices in the property repairs team.

- 1.9 To accurately process invoices in an efficient and timely manner in line with the Council's Financial Standing Orders
- 1.10 To track and process recharges and chargeable services and responding to enquiries and disputes.
- 1.11 Checking completed works within an IT system for accuracy and completeness making minor amendments or forwarding to a relevant officer where necessary.
- 1.12 To liaise with suppliers regarding invoices requesting credit notes where required and statement reconciliation.
- 1.13 To raise and distribute purchase orders, requisition orders required for the supply of materials, services, and equipment.
- 1.14 To be the support or backup of maintaining records of training required and attended. Liaise with internal / external organisations regarding the booking of training courses for the team and finalising payments.
- 1.15 To be the support and backup for the management of reminder of warranties, licenses, and servicing of equipment.
- 1.16 Maintain high standards of confidentiality and ensure compliance with data protection and information security standards.

## **2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 Participate in budgetary control and financial monitoring, and to assist in the preparation of claims for submission.
- 2.2 To support the delivery of the objectives of Property Services.
- 2.3 To assist in delivering the Property Repairs Service plan.
- 2.4 To assist in delivering property services business continuity arrangements.
- 2.5 To adhere to the standards set for the system management functions as appropriate and defined regulatory compliance standards.
- 2.6 Be aware of Health and Safety legislation and so far, as is reasonably practicable, ensure compliance with the Health and Safety at Work Act and the Council's Safety Policy.
- 2.7 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

## **3. SUPERVISORY RESPONSIBILITIES**

None

#### **4. FINANCIAL RESPONSIBILITIES**

- 4.1 To raise requisition/purchase orders for purchasing from internal and external sources under agreed Council procedures.
- 4.2 Financial approval authorisation to £1000.00
- 4.3 Checking and coding invoices to enable authorisation of payments.

#### **5. RESPONSIBILITY FOR ASSETS AND DATA**

- 5.1 Responsibility for work supplied assets / equipment issued by the employer.
- 5.2 Responsible for Council data in systems and databases.

#### **6. EXTENT OF PUBLIC CONTACT**

Mainly telephone contact plus occasional face to face contact with members of the public, Council Members, and representatives of external organisations.

#### **7. WORKING CONDITIONS AND ENVIRONMENT**

The post is office based within the PRS Team at the Town Hall, Evreux Way, Rugby CV21 2RR.

Flexible working hours between 08:00 a.m. and 18:00 Monday to Friday (subject to the provision of adequate office cover)

#### **8. CORPORATE RESPONSIBILITIES**

All staff need to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager.

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

## **9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Manager

Date

Postholder

Date

## PERSON SPECIFICATION



**Post:** Management and Finance Assistant

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria.'

| Criteria                                                                                                                     | Essential/<br>Desirable | Method of<br>Assessment |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|
| Practical experience working with business systems in a corporate environment.                                               | E                       | I                       |
| Proficient in the use of standard IT systems including Outlook, Word, and Excel                                              | E                       | I                       |
| Adopt a 'right first time' approach to delivery of PRS services                                                              | E                       | A, I                    |
| Experience of more advanced IT systems such as Agresso, Total Connect, Civica, Technology Forge and SharePoint               | E                       | I                       |
| Able to communicate effectively both orally and in writing & good interpersonal skills                                       | E                       | A, I                    |
| The ability to work on own initiative and work as part of a team                                                             | E                       | A, I                    |
| Commitment to ensure data quality                                                                                            | E                       | I                       |
| A strong attention to detail with meticulous approach to checking own work and the work of others for accuracy.              | E                       | A, I, R                 |
| The ability to communicate, and produce written documents                                                                    | E                       | I                       |
| Ability to create and produce reports from ICT systems                                                                       | D                       | I                       |
| The ability to organise and prioritise work to meet required deadlines and conflicting demands                               | E                       | I                       |
| The ability to analyse situations, identify problems and suggest resolutions                                                 | E                       | I                       |
| Able to keep up to date with service developments, adapt to change and demonstrate a flexible approach                       | E                       | A, I                    |
| An awareness and understanding of health and safety in the workplace and willingness to remain abreast of safety legislation | D                       | A, I                    |

|                                                                |   |
|----------------------------------------------------------------|---|
| Application                                                    | A |
| Interview                                                      | I |
| Test (written, presentation, practical – e.g. word processing) | T |
| References                                                     | R |
| Documentary – e.g. certificates                                | D |