

JOB DESCRIPTION

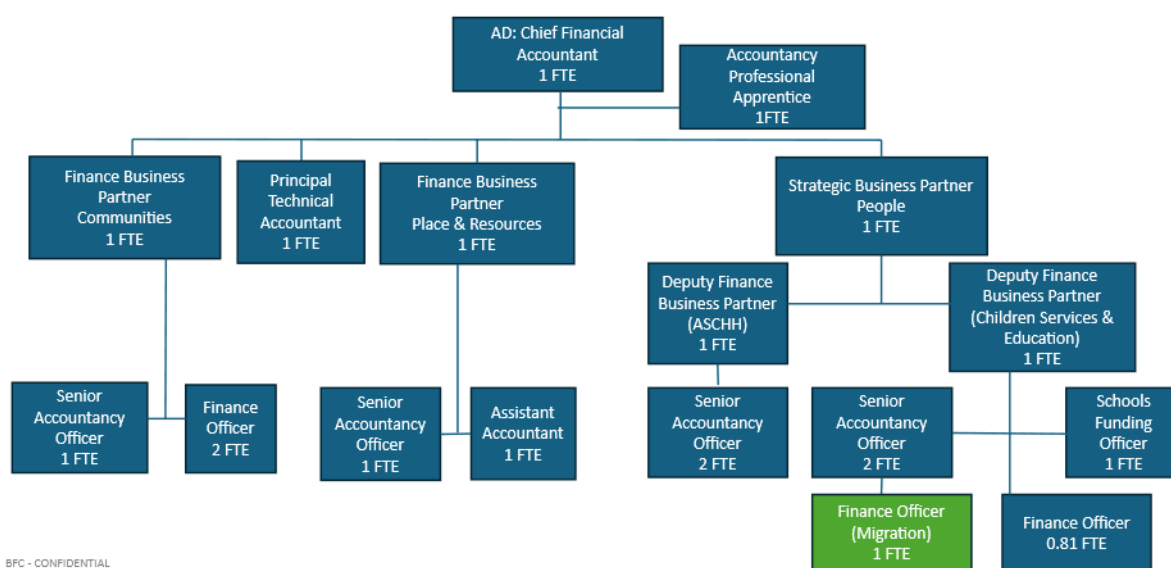
Job Title:	Finance Officer (Migration)		
Directorate:	Resources	Salary:	£31,015 - £36,581 per year plus £753 London Weighting
Section:	Accountancy	Grade:	BG-H SCP 15-24
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

- To provide dedicated financial support to Migration Services, ensuring accurate financial administration, effective monitoring of grant-funded programmes, and compliance with government funding requirements across Homes for Ukraine (HfU) and the Afghan Resettlement Programme (ARP).
- The role will act as a key link between Finance and Migration Services, supporting delivery through robust financial processes, reporting, and stakeholder liaison.

Designation of post and position within departmental structure

BFC - CONFIDENTIAL



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Daily and monthly responsibilities

- Assist with the financial services and general support within the wider team supporting Finance and its role within the Council.
- Prepare and submit accurate and timely government returns for HfU and ARP schemes
- Monitor and track expenditure across HfU and ARP programmes, producing regular financial reports, highlighting variances, trends, and risks
- Support with the forecasting and budget monitoring processes
- Administer Homes for Ukraine “Thank You” payments to hosts accurately and on time
- Manage ARP tariff funding, including Integration and Education tariffs, by liaising with receiving Local Authorities to agree tariff arrangements and processing payments whilst ensuring appropriate financial controls are in place
- Calculate and allocate education tariff funding to Bracknell Forest schools, ensuring allocations are in line with government guidance and local processes. Work with education colleagues and schools to resolve funding queries
- Input into the General Ledger correcting journals and budget amendments required within agreed processing times.
- Act as a key point of contact for financial queries within Migration Services
- Managing the relevant Email drop boxes and responding where appropriate.
- To undertake other financial and general administration duties as and when required.
- Provide flexible cover and support to Finance Officers across the Accountancy team as required.

Scope of role

- The preparation of timely and accurate information to enable accurate recording and monitoring of expenditure and income and to assist in the effective control of the Council’s financial affairs

Commitment to the Council’s Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Part qualified AAT or qualified by experience. Relevant experience of finance processes and other financial reconciliations	Relevant experience of local authority accounting Knowledge of grant funding and government-funded programmes
Competence Summary (Knowledge, abilities, skills, experience)	Ability to communicate clearly with internal and external stakeholders using telephone, written and face to face contact. Strong numerical and analytical skills High level of accuracy and attention to detail Ability to manage multiple priorities and deadlines Good ICT skills including the use of a spreadsheet and word processing. Ability to achieve objectives through planning, monitoring and re-appraisal.	Familiarity with a complex financial software package
Work-related Personal Requirements	No criminal record involving theft or fraud. Committed to maintaining professional standards, quality service delivery and a good professional image. Willing to respond to requests, open to new ideas and being innovative	
Other Work Requirements	The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.	
Role models and	Our values define who we are. They outline what is important to us. They influence the way we work with each	

demonstrates the Council's values and behaviours	other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.
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All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.