



Finance Assistant

Job Description and Person Specification

Directorate:	Finance, Property and Legal	Service:	Financial Services
Responsible to:	Senior Finance Systems and Payments Officer	Responsible for:	N/A
Grade:	2		
Location:	Civic Centre		

Job Purpose:

Work across the organisation supporting the delivery of efficient and effective financial administration services.

Assist with a range of finance activities, including processing financial transactions, maintaining accurate records, and supporting budget monitoring and reporting processes.

Learn about the Council's financial systems, procedures, and regulatory requirements, contributing to the day-to-day operation of the Finance Service.

Provide customer-focused support to colleagues, service areas, suppliers, and other stakeholders in relation to financial matters.

Develop knowledge, skills, and experience within a professional finance environment and, where appropriate, work towards a qualification identified by the Council to support career development.

Build workplace skills in an organisation committed to your professional growth and success.

Key Tasks & Responsibilities:

Support the delivery of financial administration services across the Council, developing an understanding of how the Finance Service contributes to the achievement of the Council's priorities and objectives.

Undertake a range of finance-related duties, including processing invoices, raising purchase orders, reconciling accounts, maintaining financial records, and assisting with transactional finance activities.

Provide support to colleagues across the organisation on financial matters, helping to ensure that financial information is accurate, timely, and compliant with council procedures.

Adopt a positive 'can do' approach when working with colleagues, customers, suppliers, and other stakeholders.

Assist in the maintenance and improvement of financial systems, processes, and records, ensuring a high standard of accuracy and attention to detail.

Support the preparation of financial information, reports, and reconciliations as directed by senior officers.

Learn and apply relevant financial regulations, policies, procedures, and best practice guidance under the supervision of experienced colleagues.

Respond to routine enquiries from internal and external customers, providing a professional and customer-focused service.

Actively participate in corporate initiatives aimed at learning, development, and continuous improvement.

Regularly engage with colleagues across the Finance Service and wider organisation to develop knowledge, skills, and understanding of local government finance.

Contribute to team projects and service improvement activities that support effective financial management and value for money.

Actively maintain and develop knowledge, skills, and experience through training, coaching, and workplace learning opportunities.

Undertake an appropriate qualification, apprenticeship, or professional development programme identified by the Council.

Actively participate in your own development plan under the supervision of your line manager and, where applicable, a training provider.

Carry out all duties in accordance with the Council's policies and procedures, including those relating to financial regulations, data protection, equality, diversity, health and safety, and information governance.

Corporate Responsibilities:

The postholder will be expected: -

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manages spending within available resources.

- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

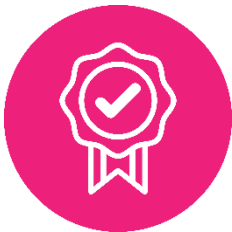
QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Level 2 English and Maths (equivalent to GCSE grades 9 to 4 or A* to C)	Essential	Application/Interview
A minimum of three A-Levels at Grade C or equivalent (or predicted results)	Desirable	Application/Interview

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Ability to deal with council customers on a “one to one” basis, both in person and over the phone	Essential	Application/Interview
Ability to handle sensitive issues in a professional and courteous manner	Desirable	Application/Interview
Ability to maintain client confidentiality	Essential	Application/Interview
Ability to use various computer software systems.	Essential	Application/Interview
Ability to prioritise workloads and work under pressure of deadlines	Essential	Application/Interview
Able to produce accurate documents to a high level	Essential	Application/Interview
Effective personal communication and presentation skills, both verbal and written	Essential	Application/Interview
A clear understanding of Local Government and its functions	Desirable	Application/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Previous experience and ability to work as part of a team	Essential	Application/Interview
Experience working in a busy office environment	Desirable	Application/Interview
Previous experience working with various software systems	Desirable	Application/Interview

Previous experience delivering high-quality service	Desirable	Application/Interview
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ADDITIONAL REQUIREMENTS	ESSENTIAL/DESIRABLE	ASSESSMENT METHOD
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview
Must be willing to gain an appropriate qualification identified by the council	Desirable	Application/Interview

Our Values are key to delivering our vision, plans and strategies. All Behaviours listed are essential to the post.			
			
Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative, we...	In being customer focused we...
• Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner	• Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers	• Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together	• Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

Prepared by: Financial Services

Date: August 2026

Post Holder Signature:

Date: