



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Repairs and Maintenance Finance Officer
Job Reference	TBC
Service	Children, Adults, Health and Housing
Team	Housing Services
Location	Shute End
Reports to	Repairs and Maintenance Support Lead
Worker Style	Hybrid - Remote working with attendance at Council offices as and when required
Responsible for	None
Grade	Grade 5
Contract Type	Permanent and Full Time (37 hours)

Main Accountabilities	
1.	Process and monitor invoices, and payments relating to repairs maintenance and asset management activities. Reconcile contractor valuations, invoices and financial record ensuring accuracy and compliance with Council procedures.
2.	Support monthly budget monitoring processes and assist in producing financial reports, forecasts and performance information. Monitor expenditure against revenue and Capital budgets, identifying variances and escalating concerns where appropriate
3.	Assis with year-end financial processes, accruals and budget planning activities.
4.	Accountable for the effective financial and administrative management of repairs, maintenance, compliance and investment, ensuring expenditure is monitored against approved budgets and contract values. Responsible for producing accurate financial and performance reports, identifying trends, variances and risks, escalating any contract variations, overspends or budget pressures to the Repairs and Maintenance Manager Ensure expenditures is correctly classified between revenue and capital funding streams.
5.	Compile and analyse financial, data to support service improvement. Maintain databases and management systems used to monitor budgets and contractor performance. Identify trends, risk and opportunities for efficiencies and value for money. Provide accurate and timely information to the contract manager to support effective contract management and informed decision making.
6.	Ensure compliance with Council's financial regulations, procurement requirement and internal control procedures. Support audit request, data validation and assurance activities by providing accurate and timely data in the requested format.





7.	Assist with the administrative of the responsive repairs service responding to enquiries from contractors, suppliers, residents and internal stakeholders. Triaging incoming emails, calls and service requests, taking appropriate action or directing enquiries to the relevant team to ensure timely resolution and effective service delivery,
8.	Work collaboratively across the Housing Service and wider council departments. Demonstrate a commitment to excellent customer service. Promote equality, diversity and inclusion in service delivery
9.	Where this role requires a professional qualification, registration or licence or membership, you must obtain and maintain this throughout your employment and provide evidence upon request. You must also maintain the knowledge, skills and behaviours required by your role in line with the Regulator of Social Housing's Competence and Conduct Standard and participate in any training or development required by the Council. Failure to maintain mandatory requirements may affect your ability to continue in the role.
10.	The postholder will be required to work flexibly to meet the needs of the Asset Management team, and the wider Housing Service, which may require deployment to support other functions and workstreams, appropriate to the grade and associated responsibilities.

Person Specification	Essential	Desirable
Education/Qualifications	GCSE Grade C/4 (or equivalent in English and Mathematics. A recognised finance, accounting, business administration or procurement qualification or willingness to work towards one	AAT qualification or equivalent Procurement or contract management qualification
Experience	Experience in working in a finance, procurement contract administration or budget monitoring role Experiencing of processing invoices, purchase orders and financial records Experience of using finance systems and Microsoft Office applications. Experience of producing reports and analysing financial information	Experience within local government, housing or social housing. Experience of contract management and performance monitoring Experience of working with capital and revenue budgets
Skills/Knowledge	Good understanding of financial process, budget monitoring and expenditure control. Strong numerical and analytical skills. Ability to interpret financial information and identify discrepancies Excellent organisational skills and attention to detail Ability to manage competing priorities and meet deadlines. Understanding of value for money principles and financial governance	Experience of using housing management or asset management systems Ability to produce and interpret financial forecast, budget projections and trend analysis Knowledge of capital and revenue accounting principles within a local authority or housing environment Understanding of procurement processes and public sector financial governance





Behaviours/Attributes	Customer-focused and committed to delivering excellent service Highly organised and methodical Professional, trustworthy and discreet Proactive with a continuous improvement mindset Resilient and adaptable within a fast-paced environment Committed to accuracy, accountability and achieving value for money Able to work collaboratively with internal and external stakeholders, and support services with empathy, professionalism, and integrity.	Commercially aware and able to balance financial governance with service delivery objectives Proactive in identifying issues, risk and opportunities before the escalate Positive and solutions focused when dealing with complex or changing priorities Committed to learning and professional development, keeping knowledge and skills up to date
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Purpose Details	
Service Purpose	To deliver effective and efficient damp and mould, and disrepair services, to the homes and buildings owned and/or managed by the Council, ensuring the delivery of these services are aligned to legislative and regulatory requirements, and achieve a safe, secure and warm home for the Council's customers.
Role Purpose	To provide financial, administrative and performance support to the Repairs and Maintenance Service, ensuring effective management of invoices, contractor payments, purchase orders and financial reporting. The post holder will work closely with contract managers, finance teams and contractors to ensure expenditure is accurately recorded, monitored and reported, supporting value for money and effective budget management across responsive repairs, voids, damp and mould and planned maintenance activities. The role will contribute to the delivery of a high-quality service by ensuring financial controls are maintained, commitments are monitored and financial information is available to support operational and strategic decision-making.
Corporate Parenting	The postholder will support the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	The postholder will report to the Repairs and Maintenance Support Lead and will meet with them on a frequent basis in one-to-one and team settings to prioritise tasks, analyse service performance, identify areas of improvement and review continuous professional development opportunities.
Supervision Given	The postholder has no direct line management responsibility of staff but will coordinate resources and third-party contractors to meet customer and service need.
Contacts	Internal contacts will include colleagues from; Asset Management, Housing and Income, Housing Needs and Options, Housing Delivery and Partnerships, Corporate Finance, Corporate Procurement, Legal Services, Corporate Property, Regeneration, Organisational Development and others as required.





External contacts will include residents, Councillors, elected members, contractors, suppliers, consultants, local housing companies, external agencies, and partner organisations as required.

Resources/Budget Management

The postholder has no direct resource or budget management responsibility but will support management with the processing of invoices and valuations from third party contractors.

Special Requirements

None

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Disabled Adults	N





WOKINGHAM
BOROUGH COUNCIL

Work Environment Details	Shute End / Hybrid
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Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N/A

Disclosure and Barring Service (DBS)	Details
DBS Requirement	nONE
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks

Evaluation Declaration	
Date of Evaluation:	<DD/MM/YYYY>
Evaluated by:	<Name, job title>

