

Job Description

Position Details

Position:	Integrated Services Finance Officer		
Directorate:	Children, Young People & Families		
Service:	IST – Flying Start		
Position no:	BG11588		
Grade:	5		
Hours of work:	37		
Work style:	Agile Worker		
DBS required:	Enhanced Disclosure with Child Barred List		
Contact:	Ceri Bird/Steve Dobson		
Politically Restricted:	No		
JE ID:	1651	Date Evaluated:	
Responsible to:	Business Manager – Flying Start		
Responsible for:	N/A		

Job Purpose

The provision of high-level financial support to all elements of the Children and Communities Grant and Early Years & Childcare programmes, including the maintenance of financial systems and audit trails that meet the requirements of Welsh Government.

Principal Accountabilities

1. To be responsible for regular liaison with Welsh Government and the Business Manager - Children and Communities Grant, to ensure all local record keeping systems for financial are in line with national requirements.
2. To be responsible for ensuring robust monitoring systems are in place and adequate records are maintained to complete financial grant claims to the Welsh Government.
3. To be responsible for the collection of data and the maintenance of financial systems and audit trails, to meet the requirements of the Children and Communities Grant and Early Years & Childcare programmes in Blaenau Gwent.
4. To be responsible for maintaining petty cash systems for the Flying Start, Families First and Early Years and Childcare Team.
5. To undertake monthly budget monitoring to the Business Manager - Children and Communities Grant, highlighting any areas of concern as soon as they occur e.g. under spend / overspend.
6. To support the Business Manager – Children and Communities Grant with advanced planning via the production of projected budgets for upcoming years to identify any budget concerns at an early stage.

7. To be responsible for the processing and monitoring of payments to the Childcare sector and to raise internal and external invoices as directed by the Business Manager – Children and Communities Grant.
8. To support the Children and Communities Grant with Authorities Purchasing Systems.
9. To support the Children and Communities Grant Business Team with data returns and administrative duties.
10. Any other duties as required by the Service Manager, Early Years & Family Support or the Business Manager – Children and Communities Grant.

Responsibilities for Resources

None

Key Working Relationships

Business Manager - Children and Communities Grant
 Service Manager – Early Years & Family Support
 Team Manager – Flying Start
 Team Manager – Families First
 Team Manager – Childcare & Play
 Managers of other CCG Programmes
 Financial Management Accounting Team

Supervision / Management of People

None

Special Working Conditions

None

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. You may be required, where operationally necessary, to undertake duties in support of Torfaen County Borough Council as part of the agreed federation arrangements. Such duties will be consistent with the postholder's role, grade and competencies.
7. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Education / Qualifications / Knowledge		
Relevant qualification at HNC/D level or above	E	A
Knowledge of new and existing initiatives targeted at reducing child poverty in Wales, e.g. Families First, Flying Start, Early Years & Childcare	E	I
Experience		
Extensive experience in financial and budget management, record keeping, audit process and procedures.	E	A, I
Experience of developing and establishing appropriate financial and monitoring systems	E	A, I
Experience of Microsoft Excel database software	E	A, I, T
Experience of Welsh Government funding	D	A
Experience of working in partnership with a wide range of individuals and agencies, including parents, childcare and training providers, statutory and voluntary organisations.	D	A
Skills & Abilities		
Ability to demonstrate good organisational skills and prioritise workload.	E	A
Ability to effectively use a range of IT packages (Microsoft Word, Excel, etc)	E	A
Ability to distribute information to stakeholders in a timely manner.	E	I
Ability to manage financial, recording keeping and tracking systems to ensure Welsh Government requirements are met.	E	I
Ability to produce clear, concise and accurate reports to meet the requirements of Welsh Government guidance, and to local stakeholders.	E	I
Personal Attributes		
Punctual and reliable	E	PP
Strong attention to detail	E	PP
Integrity and professionalism	E	PP
Commitment to achieving positive outcomes for children, families, and communities	E	PP
Adaptable and responsive to changing funding requirements	E	PP
Collaborative team player who builds positive working relationships	E	I, PP
Resilient and able to work effectively under pressure	E	I, PP
Special Working Conditions / Requirements		
Full driving licence and access to a car for work purpose	E	A
Commitment to working flexible hours including some evenings or weekends	E	A
Ability to speak Welsh	D	A

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	0
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	0
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	0

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	I, PP
Involves line manager / colleagues in setting and meeting targets	I, PP
Reorganises work when necessary	I, PP
Sees tasks through to completion whenever possible	I, PP
Seeks help if workload becomes unmanageable	I, PP
Uses initiative to report issues that arise that impact on others	I, PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	I, PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

To find out more about working for Blaenau Gwent County Borough Council, visit www.blaenau-gwent.gov.uk