Mansfield District Council

Job Description

Post title	Senior Financial Advisor	**Grade**	5
Department	Finance	**Post ref**	F16A

Overall job purpose
To provide technical support and assistance to the Financial Services Manager and Group Accountant. This includes the detailed gathering and analysis of information in respect of the Council's General Fund, Housing Revenue Account, General Fund Council Tax and Business Rates Collection Fund.

Reporting relationships	
Reports to:	Financial Services Manager and Group Accountant
Responsible for:	N/A

Key tasks and responsibilities – post specific
To advise and assist senior officers in ensuring proper access to financial information to facilitate budgetary control and decision making in the organisation.
To undertake regular monitoring of revenue accounts, and to assist Heads of Service and budget holders regarding identifying and resolving variances and report any significant issues as part of monthly forecasting.
To reconcile the Authority's cash, control and holding accounts.
To oversee the day-to-day production of the Council's cash flow transactions and advice on investment/borrowing decisions and provide cover as necessary for day to day transactions.
To co-ordinate and maintain establishment data required for annual salary forecast estimates.
To co-ordinate and complete all statutory financial returns as required.
To monitor the accounts for the Mansfield & District Joint Crematorium, including the preparation of information for Budgets and Final Accounts.
Monthly reconciliation of the main General Ledger Suspense Account.
To provide general advice on VAT.

Key tasks and responsibilities – corporate
Operate according to the Council's corporate values and codes of behaviour.
Ensure that at all times all Health & Safety legislative requirements are met; that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including code of conduct, financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures including undertaking relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and / or use resources in ways that ensure value for money and support the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature			
This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties many be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.			
Employee signature:		**Date:**	