

ROLE PROFILE

Human Resources and Organisational Development



Role Profile					
Job Title	Finance Assistant	Job No. (Office Use)	C5002 A977	Grade (Office Use)	Grade D
Directorate	Transformation and Change		Department	Finance	
Division	Finance		Team		
Reports to (Job Title)	Management Accountant		Competency Job Type (Office Use)	Semi Professional	
DBS check required	Enhanced (depending on section)				

Job Purpose	To provide effective support to clients and senior finance colleagues regarding the timely provision of accurate information, financial or otherwise, to aid the decision making processes and the production of management and statutory accounts and financial statistical returns.
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Decision Making	The role involves working within recognised procedures, which leaves some room for initiative. The work may involve responding independently to unexpected problems and situations. The post holder generally has access to a supervisor or manager for advice and guidance on unusual or difficult problems.
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Accountabilities	<p>Finance and budgets</p> <ul style="list-style-type: none"> The role involves accounting for very large sums of money, responsible for accounting for individual service areas such as Environmental Services, Parks Services, Grounds Maintenance, Adult Social Care and others. This involves preparing budgets and budget monitoring. Making realistic projections for expenditure and income, if necessary realigning budgets to meet the needs of the service and to ensure that budgets are spent appropriately. Providing timely financial advice to budget managers to ensure consistency and accuracy of accruals and prepayment. Ensuring that financial transactions comply with accounting practice and the council's financial regulation. <p>Data and information</p> <ul style="list-style-type: none"> Responsible for handling and processing of manual or computerised information
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	<p>where care, accuracy, confidentiality and security are important.</p> <ul style="list-style-type: none"> • Responsible for creating and maintaining spreadsheets, collating financial information to complete CIPFA and central government returns. • To aid internal management information in order to identify care unit costs and for ongoing trends in the level of need. • Analysis of statistical information to complete Best Value Performance Indicators (BVPI). • Ensuring client confidentiality is maintained by complying with the Data Protection Act. • Responses to the Freedom of Information Act must adhere to certain codes of confidentiality. • Responsible for keeping employee information secure. <p>Supporting others staff</p> <ul style="list-style-type: none"> • Support and contribute to the development of colleagues especially new colleagues. • Contribute to the team and where deadlines need to be met assisting colleagues under pressure to achieve the team target. <p>Other duties</p> <ul style="list-style-type: none"> • Contribute to team plans and reports, supporting senior accountants and budget managers, providing advice and guidance on internal and external policies and attending meetings and other accounting functions when required • Undertake other duties appropriate to the grade of the post
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Demands	<ul style="list-style-type: none"> • Required to concentrate typically for up to 2 hours at a time in order to analyse variations in financial records to report to senior management, reconcile working papers to general ledger. Checking records for accuracy, carrying out complex calculations, creating and amending complex spreadsheets. • Considerable levels of work related pressure from meeting deadlines such as delegated report deadlines, statistical return deadlines and monthly VAT returns.
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Working Conditions	This role is mainly office based.
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Experience, Knowledge and Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Literacy and numeracy skills to process and interpret complex financial information. • Demonstrable experience of working in accountancy, finance and/or audit environment. • Reasonable experience providing financial advice to management. • Reasonable recent experience of budget preparation, budget monitoring, financial reporting and closure of accounts. • Knowledge and understanding of grant claims, statistical or financial returns.
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	<ul style="list-style-type: none"> • Awareness of VAT. • Experience of PC applications to include Microsoft Office and Excel. <p>Desirable</p> <ul style="list-style-type: none"> • Degree/AAT qualified or equivalent and/or demonstrable experience working in accountancy or audit environment • Reasonable recent experience of local authority finance • Experience of using council's financial systems • Knowledge and awareness of local government finance including sources of funding
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<p>Skills and Technical Competencies</p>	<ul style="list-style-type: none"> • Compiling and exchanging orally or in writing financial or other information, to clients, senior finance colleagues and to team members ensuring all required financial and other procedures are met • Responsible for presenting reports and data at meetings with service managers, appropriately dealing with any queries raised • The post holder is required to analyse, interpret varied data. As part of budget monitoring the role involves checking all service areas for discrepancies, investigating and consulting with budget holders. To solve varied problems and develop solutions over the short term • Considerable time is spent preparing working papers in an acceptable format for auditors, converting data from existing systems, it is essential that these are presented in an accurate and detailed format to protect the integrity of any claim • Liaising with and maintaining good working relationships with outside agencies such as PCT • Keyboard skills are essential and there is a considerable demand for precision. Ensuring data input is carried out in a highly accurate manner. Designing reports and spreadsheets • Planning and organising of own work in consultation with senior finance colleagues, demonstrating good organisational skills by agreeing targets and deadlines, ensuring effective and efficient use of the financial systems and PC applications as appropriate. Support the Finance Service and its offers develop greater flexibility, improve core financial services and develop an effective and consistent financial management partnership with users • Technical competencies will be developed in liaison with departments over 2009/10.
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<p>Corporate Standards</p>	<ul style="list-style-type: none"> • In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its' policies and procedures. • Work within the requirements of the Councils' Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the corporate equalities policy and relevant legislation.
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