

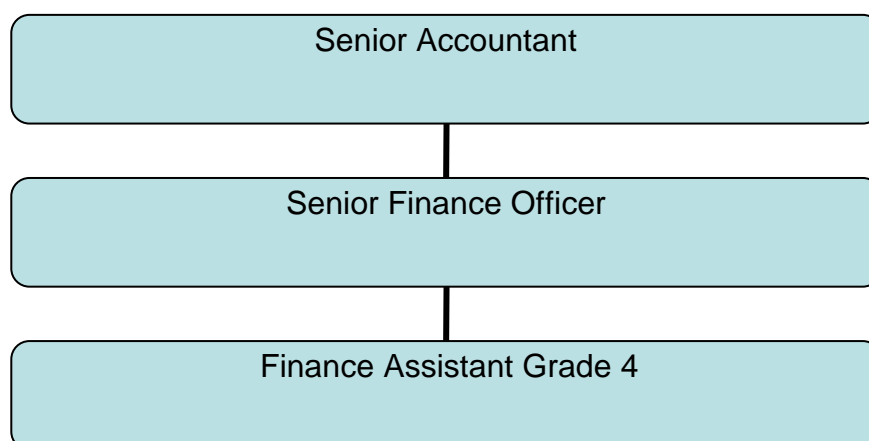
METROPOLITAN BOROUGH OF ROCHDALE

JOB DESCRIPTION

SERVICE:	Finance Services
SECTION:	Corporate Finance Services
LOCATION:	Number One Riverside, Smith Street, Rochdale
JOB TITLE:	Finance Assistant
POST NUMBER:	FSCFRSDC0008
Grade:	4
Accountable to:	Senior Finance Officer
Accountable for:	n/a
Hours of Duty:	37 hours per week in accordance with the Service's Work Life Balance Scheme
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Organisational Chart: (Direct Management structure)



Purpose and Objectives of the Job

To be an integral member of the Finance Service supporting the execution of statutory and business critical finance functions.

To support the delivery of accurate and robust financial information to support the Council's statutory and business critical financial functions, including Budget Setting, Budget Monitoring and Closure of Accounts.

To actively contribute to the development of Finance Services to ensure Value for Money in all that we do.

To act as ambassador for the Council and Service at all times and develop and maintain effective and professional relationships within the service and with other services/partners to raise the profile of Finance Services.

Control of Resources

Personnel

To be responsible for managing and motivating of self both as an individual and as a member of the service.

Financial

To manage any financial resources delegated to the postholder by the Finance Manager in accordance with the financial regulations of the Council.

Premises, Equipment and Materials

To ensure effective and appropriate use and security of financial systems relevant to the post including software and ICT equipment.

To ensure the efficient and effective use of premises, furniture, equipment and consumable goods used in relation to the work of the postholder.

Data and Information Security

Responsible for management and security of data for areas of responsibility

Health/Safety/Welfare

Responsible for adherence to the Health and Safety Act and implementation of the Council's Health and Safety Policy.

Responsible for the welfare of self and others.

Equality and Diversity

To work in accordance with the Council's Policy relating to the promotion of equality and diversity.

Training and Development

The postholder will be responsible for assisting in the identification and undertaking of the training and development requirements for self in accordance with the Council's Employee Development Scheme.

Relationships (Internal and External)

Internal

- Staff within the Service.
- Staff of other Services.
- Staff within schools.

External

- Staff in other Authorities.

- Central Government departments, financial institutions and funding bodies.
- External Audit, external advisors, partner organisations, charities, voluntary organisations, businesses, members of the public and trade unions.
- Other key stakeholders.

Responsibilities:

The postholder must:

- (i) Support the Service Director with S151 responsibilities with the implementation of the requirements of such responsibilities commensurate with the grade of the post.
- (ii) Perform his / her duties in accordance with Rochdale MBC's Policies including the Equality and Diversity Policy.
- (iii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iv) Maintain up to date knowledge of financial rules and procedures appropriate to the post.
- (v) Maintain up to date knowledge of Council policies and procedures.
- (vi) Act as ambassador for the Council and Service at all times

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Key Duties

Strategic

1. To contribute to the preparation of annual team service plan and delivery of the areas of the agreed plan allocated to the postholder.

Management and customer relations

1. To identify and manage risk relating to the postholder's responsibilities and to utilise a risk based approach in relation to the completion of tasks.
2. Develop and sustain effective and appropriate relationships to facilitate staff and client satisfaction and achieve the objectives of Finance Services.
3. To take responsibility for cross service areas which support the effective management of the Service as a whole commensurate with the grade of the post.

Technical

1. To assist in preparation of financial information and statements.
2. To plan, direct, control and monitor activities carried out by self to meet specific tasks in the service plan allocated to the postholder.
3. To contribute to (for postholder's areas of responsibility and commensurate with the grade of the post) the delivery of the following Council processes in accordance with strict statutory deadlines and to provide appropriate advice and guidance in respect of:
 - a. Preparation of/ consultation on revenue and capital budgets
 - b. Revenue and Capital budget monitoring and reporting
 - c. Completion and submission of corporate financial and statistical returns, grant claims etc
 - d. Preparation and completion of the annual statement of accounts
4. To assist with the support, maintenance and security of financial and operational systems appropriate to the postholders area of responsibility.
5. To develop and maintain complex excel spreadsheets and databases as appropriate.
6. To contribute to working groups relevant to the postholder's area of responsibility, and grade, as required.
7. Deputise for the Senior Finance/ Finance Officer as appropriate.
8. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative

Job Description prepared by: Pauline Kane/Vicky Crossland/Wendy Ready/Carolyn Jackson

Date: August 2010

**Rochdale Metropolitan Borough Council
Person Specification**

Service :	Finance Services	Post:	Finance Assistant
Section :	Systems and Payments	Post Number :	FSCFRSDC0008
Job Ref:		Grade:	4

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Qualifications and Experience		
1 Do you possess 5 GCSE's including Maths and English or equivalent, please detail.	E	Application form. Interview. Check certificates.
2 Please provide details of your demonstrable ability to assess the implications for the Council of relevant accounting codes of practice, regulation and legislation in relation to client service objectives.	E	Application form. Practical Assessment. Interview
3 What is your experience of identifying and interpreting complex professional codes of practice? Provide financial advice on complex accounting matters and interpret this for service delivery objectives.	E	Application form. Practical Assessment Interview
4 What is your experience of delivering processes for budget estimates, budget monitoring, final annual accounts and financial returns?	E	Application form. Practical Assessment. Interview.
5 What is your experience of maintaining, developing and/or implementing new and improved systems and procedures across a varied range of functions?	E	Application form. Practical Assessment. Interview.
6 What is your experience of working with minimal direction using wide discretion and initiative without resource to others?	E	Application form. Practical Assessment. Interview.
7 Please provide details of your ability to prioritise workloads and experience of working accurately whilst under pressure and within tight deadlines.	E	Application form. Practical Assessment. Interview.
8 Please provide details of your experience of undertaking reconciliation processes.	E	Application form. Practical Assessment. Interview.
9 Please provide details of your experience of developing computerised financial systems and experience of using complex information systems, including spreadsheets.	E	Application form. Practical Assessment. Interview.

