

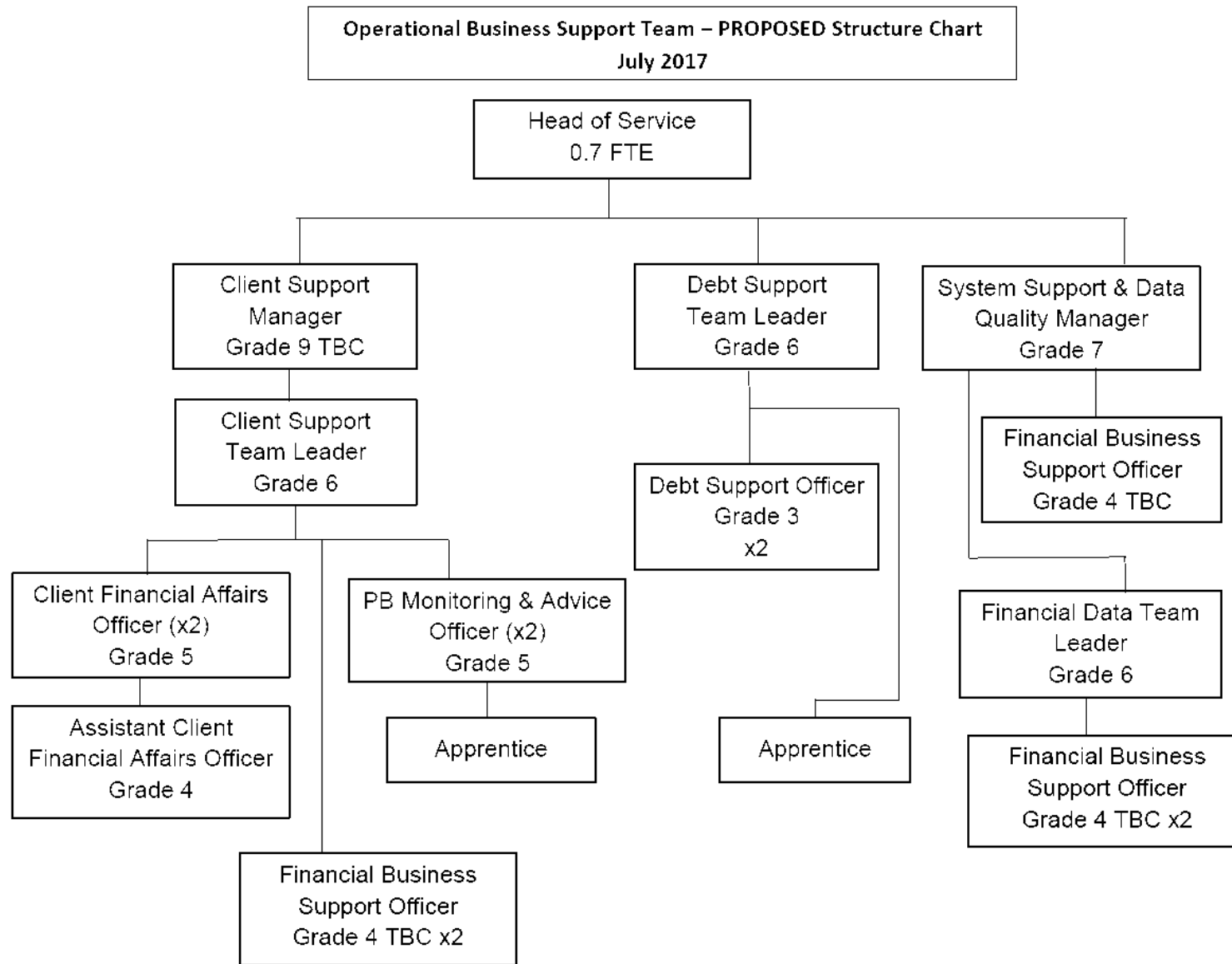
## **ROCHDALE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>SERVICE:</b>	Adult Care & Support
<b>SECTION:</b>	Operational Business Support
<b>LOCATION:</b>	Number One Riverside, Rochdale
<b>JOB TITLE:</b>	Financial Business Support Officer
<b>POST NUMBER:</b>	ACOOBS000031
<b>Grade:</b>	4
<b>Accountable to:</b>	Various
<b>Accountable for:</b>	Apprentice
<b>Hours of Duty:</b>	37 flexible working hours per week in accordance with the needs of the service.
<b>Any Special Conditions of Service:</b>	The Authority operates a Smoke Free Policy for all its employees and this 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 RBC.

**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



## **PURPOSE AND OBJECTIVES OF THE JOB**

To provide efficient and effective financial business support to Adult Care Services. To ensure compliance with statutory and business critical rules and regulations within areas of responsibility.

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

## **Control of Resources**

### **Personnel**

To be responsible for leading, managing and motivation of self and of staff within the structure of Adult Care Services for whom the post holder has responsibility; both as individuals and as members of the service; using coaching as an enabler to development.

### **Financial**

To manage financial resources, which are delegated to the post holder by the Head of Operational Business Support, in accordance with the financial regulations of the Council.

### **Equipment/Materials**

To be responsible for the management, effective use and security of financial systems relevant to the post, including software and ICT equipment.

To be responsible for the efficient and effective use of premises, furniture, equipment and consumable goods used in relation to the work of the post holder and any staff under their control.

## **Data and Information Security**

To be responsible for the management and security of data relevant to the post.

## **Health/Safety/Welfare**

To be responsible for the health & safety and welfare of self and colleagues, in accordance with the Health and Safety Policies of the Council.

## **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

## **Training and Development**

To be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

## **Relationships (Internal and External)**

### **Internal**

- Senior management and colleagues within Rochdale Borough Council
- Internal Audit

- Elected Members
- Trade Union Officials

### **External**

- Service users and their representatives
- Senior management and staff of other Authorities.
- Government departments.
- External advisors, partner organisations, charities, voluntary organisations, service providers, solicitors and members of the public.
- Legislative Bodies e.g. Court of Protection and the Office of Public Guardian
- Other key stakeholders.

### **Responsibilities**

The post holder must –

- (i) Perform his/her duties in line with the corporate leadership values and behaviours
- (ii) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy
- (iii) Work in accordance with the Health and Care Professions Council standards of proficiency
- (iv) Work within the Council's statutory requirements, policies and guidance

### **Values and Behaviours**

1. 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.

### **Principal Duties**

1. To operate and maintain efficient and effective financial administrative systems for all aspects of the work of the team.
2. To plan, direct, control and monitor the work of any staff allocated to the post holder
3. To provide support to ensure that Adult Care systems are used appropriately, in line with statutory guidelines and local policies and procedures.
4. To accurately maintain systems and retrieve and collate relevant information from a variety of sources to support the work of the team.
5. To undertake reconciliations of financial information and liaise with colleagues in respect of any exceptions. This will include initial financial reviews of cash budgets and simple audits.
6. To manage meetings, forums and training sessions; including scheduling, agenda preparation, invites, accurate and timely minute taking and following up / monitoring any actions required.
7. To respond pro-actively to requests for advice, guidance and support in an efficient, effective and

timely manner.

- 8 To ensure that payments for care and support are made in accordance with relevant policies and procedures and to resolve payment exception queries.
- 9 Raise debtor accounts as required.
- 10 To undertake data checks to provide information about data compliance
- 11 To take an active role in team meetings and team building exercises to promote good communications.
- 12 To respond pro-actively to requests for advice, guidance and support in an efficient, effective and timely manner.
- 13 To organize and prioritise own workload to ensure that deadlines are achieved and core services maintained.

### **Secondary Duties**

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer / facilitator.
2. 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 post holder (and if he/she so wishes, with his/her Trade Union representative).
3. To ensure that the Council's Statutory Requirements and policies are carried out efficiently, effectively, economically and equitably.

Job Description prepared by	Helen Murphy	Date	June 2017
Agreed by Post holder		Date	
Supervisor		Date	
Chief Officer		Date	

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Adult Care</b>	<b>Post:</b>	<b>Financial Business Support Officer</b>
<b>Section :</b>	<b>Operational Support</b>	<b>Post Number :</b>	<b>AC00BS000031</b>
<b>Job Ref:</b>	<b>RO-12368</b>	<b>Grade:</b>	<b>4</b>

**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.

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<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Special Working Conditions</b>		
1 To embrace and act in accordance with Council Policies and Regulations	<b>E</b>	<b>AF/I</b>
2 Are you able to work flexibly as work demands?	<b>E</b>	<b>AF/I</b>
<b>(b) Qualifications and Experience</b>		
3 Please provide experience of your effective staff management experience	<b>D</b>	<b>AF//A</b>
4 Please give details of your experience of financial processing.	<b>E</b>	<b>AF//A</b>
5 Please confirm that you have GCSE maths and English Language (grade A-C) or equivalent	<b>E</b>	<b>AF//production of certificates</b>
6 Please outline what experience you have of working independently and using your initiative.	<b>E</b>	<b>AF//A</b>
7 Please give details of your experience of providing accurate and timely management information.	<b>E</b>	<b>AF//A</b>
<b>(c) Skills and Knowledge</b>		
8 Please provide details of your knowledge and understanding of Adult Social Care.	<b>D</b>	<b>AF//A</b>
9 Please provide evidence of your ability to use information technology and demonstrate that you have well developed computer literacy skills.	<b>E</b>	<b>AF//A</b>
10 Please demonstrate that you have effective communication skills both written and verbal and your ability to present information effectively to service users and colleagues at all levels of the organisation.	<b>E</b>	<b>AF//A</b>
11 Please demonstrate your ability to engage with team members and customers to build productive working relationships	<b>E</b>	<b>AF//A</b>
12 Please provide evidence of your ability to work methodically and to record and analyse information accurately.	<b>E</b>	<b>AF//A</b>
13 Please provide evidence of your ability to work in a pro-active manner, using your own initiative, to prioritise work in a busy environment to meet objectives.	<b>E</b>	<b>AF//A</b>

Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>(c) Skills and Knowledge (continued)</b>			
14	Please demonstrate your ability to produce accurate and timely minutes from meetings.	E	AF/I/A
15	Please demonstrate your ability to input, retrieve and analyse data.	E	AF/I/A
16	Please provide evidence of your knowledge of the importance of data protection and confidentiality.	E	AF/I/A
17	Committed to acquiring new skills relevant to the post and attendance on relevant training courses	E	AF/I/A
18	Please demonstrate your ability to solve problems and exhibit a flexibility of approach	E	AF/I/A
<b>(d) Behaviours and Values</b>			
19	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Valuing our people</li> <li><input type="checkbox"/> Focusing on customers</li> <li><input type="checkbox"/> Acting with integrity</li> <li><input type="checkbox"/> Using time and money wisely</li> <li><input type="checkbox"/> Working together</li> <li><input type="checkbox"/> Always learning and improving</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
20	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D	AF/I
21	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I