

**Finance Officer**

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| **Job Title:** | Finance Officer | **Date:** | 30/08/2023 |
| **Reporting Line:** | Finance Manager | **Salary:** | Grade 5 |
| **Team:** | Finance & Audit Team | **Business Area:** | Corporate |

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| JOB PURPOSE |
| Provide a finance administration service for the Authority, ensuring correct procedures are followed, processing transactions via the Accounting System and Online Banking facilities as appropriate, and registering and matching invoices to purchase orders to ensure timely payments are made.  Provide a prompt and efficient service at all times to internal and external contacts. |

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| **KEY RESPONSIBILITIES** |
| 1. Provide a finance administration service for the Authority, ensuring correct procedures are followed, processing transactions via the Accounting System and Online Banking facilities as appropriate, and registering and matching invoices to purchase orders to ensure timely payments are made. 2. Process any relevant invoices ensuring policies are followed within a timely and accurate manner. 3. Process any payments or raise invoices using the Accounting System. 4. Assist Senior Finance Manager to input incoming and outgoing cash to the daily cashflow and liaise with Treasury Management on a daily basis. 5. Assist Senior Finance Manager to input central recharges into the ledger in an accurate and timely manner. 6. Process incoming and outgoing mail. 7. Use the appropriate systems to raise purchase orders to ensure the efficient processing of payments to external suppliers. 8. Monitor and action emails sent to the Remittance mailbox. 9. Bank reconciliations. 10. Proactively follow up actions that have not been completed and where information is required from others. 11. Produce, monitor and input accurate information into the relevant systems ensuring all data is up to date and inputted in a timely manner. 12. Accurately prepare documentation, communications and information including letters, emails, contracts and records. 13. Maintain and store data, records and documentation appropriately and in line with the Data Protection Act. 14. Provide guidance and support on the use of systems and tools to enable their effective use. 15. Seek feedback to ensure that customers are receiving a consistently positive experience and support and enable colleagues to meet the needs of the organisation. 16. Proactively contribute to the continuous improvement of systems and processes to ensure procedures, policies and guidance are updated in line with legislative and social changes. 17. Undertake such other activities which are commensurate with the grade of the post as may be required from time to time. 18. Provide administration support flexibly across the full range of the directorate activities. 19. Maintain and develop effective administration processes to meet the changing demands of the organisation. 20. Provide support cover for PA to the Treasurer/Deputy Treasurer during holiday absence.   **General**   1. Contribute to the design and delivery of key Finance projects and interventions aligned to performance improvement 2. To develop trusted professional relationships within the organisation, practicing internal client management. 3. Actively engage with the wider workforce to seek and listen to the views of staff, and managers to influence and improve workforce practices. 4. To be committed to maintain your own skills and expertise. 5. To ensure that the Finance service delivers and exceptional level of customer care, looking for solutions wherever possible 6. To provide support and guidance with strict adherence to confidentiality of personal information and Data Protection legislation. 7. To hold yourself and others to a high standard of professionalism at all times, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do 8. Working with other teams across the directorate to ensure integration and alignment is maximised and supporting on activity where appropriate. 9. To be accountable for ensuring the organisation is compliant with its statutory duties under legislation in the relevant field e.g., Employment Act, Equality Act, General Data Protection Regulations etc 10. Ensure they your approach to your work and your colleagues is inclusive and supportive of a diverse workplace |

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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Knowledge & Experience**   * Essential - Good standard of education 5 GCSE’s or equivalent, including numeracy and literacy * Desirable - Introductory level qualifications for Association of Accounting Technicians or equivalent or willing to work towards. * Demonstrable experience of delivering excellent customer service * Demonstrable knowledge and experience of providing administrative support * Extensive experience of using ICT systems * Experience of delivering to set deadlines and changing priorities   **Skills & Behaviours**   * Excellent relationship management skills with demonstrated ability to develop effective relationships with key stakeholders and colleagues * Well-developed verbal and written communication skills, including report-writing and presentation * Flexible and adaptable approach * Excellent ICT skills * Methodical approach and ability to prioritise workloads * Ability to build strong and trusting relationships with clients, customers and colleagues |