**TAMESIDE MBC**

**FINANCE DIRECTORATE**

**JOB DESCRIPTION**

**JOB DESIGNATION : Finance Assistant**

**SERVICE UNIT : Financial Management**

**POST GRADE : APT & C – Grade E**

**HOURS : Full Time: 36 Per Week (Flexible working considered on application)**

**RESPONSIBLE TO : Finance Officer**

**JOB PURPOSE :**  To assist in the provision of an efficient, effective and

comprehensive business and financial management service to the Council, partners and external clients.

# **RESPONSIBILITIES**

**1 Financial Advice**

1.1 To assist in the provision of financial management, technical and business planning advice, training and support within the appropriate areas of responsibilities to Elected Members, management, partners, internal and external clients

1.2 To provide assistance towards the reporting of financial management and business data within corporate governance and specific client requirements.

1.3 To contribute to the mapping of resources to Council and Partnership priorities.

1.4 To provide assistance towards the improvement and integration of service, business and financial planning.

1.5 To provide assistance in the challenge, scrutiny and provision of advice on financial management and performance decisions and proposals within the service and for all clients.

1.6 To maintain an awareness of existing and emerging national and local implications for the financial management service and clients. To contribute to the assessment of the associated business implications and provision of appropriate support, advice and guidance.

1.7 To deputise for the Accountancy Assistant in attending client management team meetings as appropriate.

1. **Budgets**

2.1 To provide assistance towards the preparation of long term budgets in accordance with the instruction of the Section 151 Officer and at other times as required by clients.

2.2 In conjunction with client management, assist in the monitoring of budgets on a regular basis indicating any variations to clients and senior accountants and advise on appropriate remedial action.

2.3 To assist in the evaluation and modelling of medium and long term budget implications of the client service provision.

**3 Accounting**

3.1 In accordance with agreed timetables / deadlines and the requisite statutory legislation and Accounting Code of Practice;

* assist in the preparation of Final Accounts and Statement of Accounts
* assist in the accurate and timely completion of grant claims, government and other returns

3.2 To provide assistance towards the accurate and regular maintenance of service and client accounts and systems during the financial year.

3.3 To undertake Accountancy reconciliations and recharges within the financial management service including identifying errors and correcting them at source.

3.4 Identify and implement improvements from the reconciliations / recharges processes in agreement with the Finance Officer.

**4 Improvement and Efficiency**

4.1 To assist in the improvement and efficiency projects. To assist in the preparation and delivery of efficiency and savings plans for clients which support corporate long term financial planning including the modelling of costs for various options.

4.2 To provide assistance towards innovative and sustainable opportunities to deliver efficiency saving allocations for the financial management and client services.

4.3 To provide assistance towards appropriate benchmarking requirements within the financial management and client services. To contribute to activity based cost analysis requirements as appropriate.

4.4 To support the appraisal and evaluation of additional funding stream opportunities for the financial management service and clients

4.5 To assist in opportunities to develop the use of corporate and service specific systems to support improved and efficient ways of working which add value to financial management and client services.

4.6 To support the business planning and risk management strategies of financial management and client services.

4.7 To provide assistance to the performance management, quality assurance and continual improvement of the financial management service delivered to clients.

4.8 To provide support to the promotion of innovative marketing opportunities for the financial management service and clients.

**5 Other**

5.1 To deputise for the Accountancy Assistant as appropriate.

5.2 To undertake continual professional development.

5.3 Such other duties as reasonably correspond with the general character of the post and that are commensurate with the level of responsibility.

TAMESIDE METROPOLITAN BOROUGH COUNCIL

**GOVERNANCE, RESOURCES AND PENSIONS DIRECTORATE**

**PERSONAL SPECIFICATION**

**Service Unit :** Financial Management

**Designation :** Finance Assistant

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  | |  | |  |
|  | **Personal requirements of successful postholder** | | | **Category** | | **Method of Assessment** | | |
| **1.** | **Educational Standard/Qualifications/Membership of Professional Institutions (indicate grade)** | | |  | |  | | |
|  | 5 GCSE’S GRADE A-C INCLUDING MATHEMATICS AND ENGLISH LANGUAGE (OR EQUIVALENT) | | | e | | a | | |
|  | aat QUALIFICATION OR EQUIVALENT | | | D | | a | | |
|  | a levels | | | d | | a | | |
|  | degree or equivalent | | | d | | a | | |
| **2.** | **Experience** | | |  | |  | | |
|  | PREVIOUS experience in accountancy environment | | | E | | A/I | | |
|  | use of computer based ledger systems, i.t. applications and solutions | | | e | | A/I | | |
|  | MARKETING AND PROMOTION OF SERVICES | | | D | | A/I | | |
|  | BUSINESS PLANNING AND GUIDANCE | | | D | | A/I | | |
|  | public sector accountancy environment | | | d | | a/I | | |
| **3.** | **Skills** | | |  | |  | | |
|  | sound technical financial skills, ability to analyse and manipulate data | | | e | | a/i/t | | |
|  | financial modelling | | | D | | a/i | | |
|  | ability to work to timetables and achieve deadlines | | | e | | a/i | | |
|  | work organisation, planning and programming | | | E | | a/i | | |
|  | ability to work under pressure | | | e | | a/i/t | | |
|  | use of microsoft office software or equivalent | | | E | | a/i/t | | |
|  | effective written and oral communication | | | E | | a/i/t | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Category** | **Method of Assessment** |
| **4.** | **Knowledge** |  |  |
|  | public sector legislation and cipfa accounting code of practice | d | a/i |
|  | understanding of local government finance | d | a/I |
|  | IMPROVEMENT AND EFFICIENCY PROGRAMME | d | a/i |
|  | FINANCIAL MANAGEMENT IN A LARGE/COMPLEX ORGANISATION | D | A/I |
| **5.** | **Personal Qualities** |  |  |
|  | self motivated | E | A/I |
|  | positive attitude to the role and it’s requirements – commitment to the council’s values | e | a/i |
|  | ability to maintain professional responsibility to the executive director of finance | e | a/i |
|  | capable of forming positive working relationships with members, colleagues and clients | e | a/i |
|  | ABILITY TO WORK without direct supervision | E | A/I |
|  | willingness to work flexibly when required including an element of unsocial hours | E | A/I |
| **6.** | **Equality** |  |  |
|  | knowledge and understanding of equal opportunities | e | A/i |
|  | fair and consistent in dealing with others | e | A/i |

**For Information:**

**Category**

1. Essential Requirement without which the candidate would be unable to carry out the duties of the post.
2. Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

**Method of Assessment**

1. To be assessed from information provided on the Application Form.
2. To be assessed at Interview.

(T) To be assessed by Selection Test.