 **Job and Person Profile (JPP)**



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| **Job details** |
| **Job title** | **Finance Officer** |
| **Job Reference** | 19994 |
| **Grade and Salary** | 5 - £33,366-£39,513 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Highways - Contract & Performance |
| **Location** | Phoenix House, 3 Goddard Road, Ipswich, IP1 5NP, Rougham Service Delivery Centre, Rougham Industrial Estate, Rougham, IP30 9ND orHalesworth Service Delivery Centre, Blyth Road Industrial Estate, Halesworth, IP19 8EN– Hybrid  |
| **Hours per week** | 37 |
| **Status** | **Permanent** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

Reporting to the Finance Specialist, you will provide support for the financial management of the service covering the full suite of highways contracts, ensuring that the highways contracts comply with the financial requirements of Suffolk County Council.

You will support the formulation, management and financial reconciliation of task orders that are raised across the highways contracts and support the contractual requirements for payment of works to our contractors.

You will support for the formulation, management and co-ordination of a wide range of financial processes associated with the management of contracts for the provision of highways services.

Help ensure that the financial practices and procedures applied by Suffolk Highways through Commercial and Financial Services provide a commitment accounting approach - so that commissioners are able to accurately track expenditure and appropriately manage revenue and capital expenditure

You will promote appropriate cultures and behaviours, establishing and maintaining strong and effective relationships with a broad and diverse range of stakeholders, including with the Council’s contracted service providers and the Councils own corporate fiancé team.

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| **Suffolk Highways**  |

Suffolk Highways is a collaboration between Suffolk County Council and private sector service provider(s) to meet the primary objective of maintaining roads and delivering new highway infrastructure in Suffolk.

Personnel from all organisations work as part of an alliance that aspires to be as effective, efficient, respected as possible and at the forefront of highway maintenance and improvement service delivery.

All personnel in Suffolk Highways shall work to a shared set of values and behaviours.

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| **The expected values and behaviours of all Suffolk Highways’ employees** |

* We work together to achieve the best that we can and support one another in our work as one team.
* We look ahead so that we may better inspire each other to continually improve and take pride in what we do and the service that we provide to our customers.
* We make things happen by empowering, encouraging, and motivating our colleagues and by showing respect to all people that we work with and for.
* We collaborate and work as one team to provide the best possible highways service for Suffolk.
* We take responsibility and do what we say we will do efficiently and effectively.
* We act in a professional manner and demonstrate integrity as we strive to resolve problems and achieve positive outcomes.
* We are here for and will communicate clearly with our customers and be considerate to their needs and aspirations.
* We model our values in everything that we do.

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| **General role expectations** |

* Manage yourself and any personnel for which you may on occasion lead by taking responsibility for your own and their personnel development, motivation, performance, behaviour, health, safety and general wellbeing through the application of appropriate policies, procedures and management techniques.
* Plan and be creative in the use of resources through meaningful application of technology, systems thinking, smarter ways of working, time management and project management tools and techniques.
* Think critically and analytically to provide clarity of vision to others, make decisions and recommendations based on sound rationale, and influence the development and implementation of strategies for positive change.
* Be an effective ambassador for Suffolk Highways and deliver meaningful, convincing and motivational communications internally and externally to Suffolk Highways to a wide range of audiences.
* Work collaboratively with others to build relationships and a network of contacts that will deliver the best outcomes for people and places in Suffolk, whilst accounting for and responding to customer satisfaction and future needs.
* Respond to increasing financial pressure by being creative, innovative and cost-focused, exercising strong financial judgement and risk management to secure optimum efficiency savings, cost reductions and profitability without sacrificing service quality.

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| **What you’ll be expected to personally deliver** |

* Be responsible for reviewing and maintaining necessary procedures and processes to ensure that financial compliance is efficiently and effectively managed and implemented as required.
* Be part of a team that continues to transform the provision of highways services in Suffolk, working closely to support budget managers to monitor spend and provide forecasts across internal and external funding streams.
* You will work closely with each of the highway services Commercial and Financial teams to efficiently review financial processes.
* You will support each month’s Application for payment from Commercial and Financial Services within agreed timeframes ensuring financial interfaces across various contractor’s work management systems reconcile.
* You will produce financial reports, process journals, raise orders, invoices, general debts and budget virements within the Councils finance system.
* You will provide support to budget managers to ensure their financial and commercial needs can be delivered in an effective way.
* You will support the co-ordination of claim approvals, identifying any challenges and reporting these clearly to the Finance Specialist in a clear concise manner.
* Support budget managers to appropriately track and manage projects , building on strong links between budget managers and the Suffolk Highways ICT team to ensure the finance system is up to date.
* Be the main finance support to the Street Lighting Contract, provide accurate financial management techniques to deliver a cost-effective service and provide support in reviewing the financial aspect of 3rd party works.
* Be intrinsically linked across the full extent of the highway service, fully embed, and understand financial process and systems to ensure the service delivers the requirements of the individuals linked to the contract.
* Deliver continual development for financial management through the life of the Highways Services Contract.
* Support the Head of Contract and Commissioning in managing financial processes associated with allocation of budgets to SCC budget managers/ asset managers, asset types and works programmes. Ensuring budgets are allocated correctly against budget heads and project codes for Capital and Revenue work associated with the Highways Services Contracts.
* Provide formal and informal training and support/advice to Suffolk Highways colleagues in relation to processes and procedures.
* Be accountable for delivering and fostering a collaborative approach to service delivery, engaging, and coordinating resources from other teams and the Council’s contracted services where necessary.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Relevant qualification such as NVQ4, or equivalent level of knowledge and experience.
2. High levels of literacy and numeracy
3. Working towards membership of relevant professional institute or institution;

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Excellent ICT skills, including developing spreadsheets and the ability to carry out complex financial analysis and prepare financial and budget reports with a high degree of accuracy.
2. Demonstrable experience of using financial management systems that link across several different platforms and contractors.
3. Knowledge of local government budget management procedures and regulations, ideally gained in a highways environment or relevant similar discipline.
4. Excellent verbal and written communication skills, with the ability to work with a wide range of people including contractors, colleagues within the highways service and procurement/financial experts.
5. Ability to communicate complex financial concepts/analyses to non-technical audiences.
6. Ability to develop an increasingly autonomous role, ultimately acting as a key interface with the contractor for matters concerning financial processes.
7. Experience of managing budgets and reviewing process to ensure compliance.
8. Evidence of providing sound professional advice and building effective, open and honest working relationships.
9. Strong communication skills (in person and in writing) with an ability to build relationships, be persuasive, negotiate and interact clearly and effectively with internal and external clients/commissioners and stakeholders.
10. Evidence of delivering high degrees of accuracy within a financial setting in an organised logical manner.
11. Experience of working with a range of stakeholders and identifying mutually beneficial opportunities and which support commercial and business objectives.
12. Good working knowledge of confidentiality and data protection requirements in the workplace.
13. Sound financial and data management skills, including forecasting and reporting and ability to interrogate data and identify and implement opportunities for efficiencies or reducing cost.

**Additional requirements**

1. Ability to work independently and make frequent decisions without ready access to a manager.
2. A flexible approach to working and demonstrable experience of readily taking on new challenges and responsibilities.
3. Self-motivated team player who can motivate others to achieve objectives.
4. Proactive, forward thinking and, in appropriate circumstances, assertive.
5. Experience of successful high-level collaborative working, sufficient to challenge current practice.
6. Proficient in undertaking a range of tasks e.g. production of reports, correspondence, documentation, data analysis, interrogation of systems and general correspondence

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

You will need to travel, so you must either hold a full, current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://www.careers.suffolk.gov.uk/) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.