



## **JOB DESCRIPTION**

**POST:** Finance Officer

**DEPARTMENT:** Finance

**REPORTING TO:** Reconciliations Manager

**RESPONSIBLE FOR:** N/A

**GRADE:** 4

## **MAIN JOB PURPOSE:**

- a) To ensure the timely and accurate reconciliation of income and expenditure within our finance system Unit 4 and across all feeder systems. Ensure that reconciliations are completed monthly with relevant sign off and explanations of variances of how reconciling differences will be corrected in future periods.
- b) Posting of entries into the housing system for Universal Credit and allocation of housing benefits.
- c) Processing of cheques received by the Councils.
- d) Emergency Accommodation invoice processing, refunds and debt recovery.
- e) Ad hoc invoicing.
- f) Setting up Direct Debit mandates.
- g) Monitoring the Death Register.
- h) Reviewing exceptions within our transaction matching system Pay360.
- i) Be involved in process improvement to work more efficiently by reviewing procedures and policies ensuring they are fit for purpose.
- j) Transaction allocations into our finance system Unit 4 to clear Balance Sheet codes & reduce the number of outstanding items.

## **DUTIES AND RESPONSIBILITIES:**

- a) Be involved in the reconciliation process working with the other Reconciliation Officers and Reconciliations Manager to complete reconciliations in a timely manner for the accurate accounting of income and expenditure.
- b) Work closely with the Shared Revenue Partnership (SRP) and various service areas to ensure queries are identified and resolved in a timely fashion.
- c) Use knowledge and be proactive to independently make corrections and improve processes.
- d) Contribute to the month end and year end processes by ensuring the bank reconciliations and postings are completed within two days of the end of the period. Be involved in posting and reviewing other journals to ensure the Balance Sheet is correct and accounts are reconciled.
- e) Keep relevant systems and financial procedures up to date and undertake checks to ensure they operate accurately and effectively.
- f) Work co-operatively and collaboratively with colleagues in the Finance Team, across teams and services and with external partners, including the SRP, external audit and the general public.
- g) Be flexible and adaptable to work across 2 teams – Accounts Receivable and Reconciliations.
- h) Undertake such other duties as may be appropriate to the post.
- i) Be proactive in understanding the Councils Financial Regulations and Standing Orders.
- j) Be a trusted advisor who communicates and persuades effectively. Adds value, challenges, negotiates, influences and abides by the values and behaviours of the Councils. Provide support to colleagues and external stakeholders in a professional manner.
- k) Maintain and develop own specialist knowledge and skills.

## **Additional information**

- a) Does this job require a DBS check? **Yes**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **No**

- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **No**

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

## PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

<b>REQUIREMENTS</b>	<b>MEASURED BY:</b>
The postholder must be able to demonstrate:	A Application form I Interview T/P Test/Presentation
<b>EDUCATION/TRAINING</b> <i>(Academic, vocational/professional and other training)</i>	
Relevant qualification at NVQ4,/HNC/A Level or equivalent level of knowledge gained through experience.	A
<b>KNOWLEDGE &amp; EXPERIENCE</b> <i>(e.g. report writing, office experience, Microsoft office)</i>	
a) Experience of completing reconciliations analysing detailed transaction listings and performing corrections as necessary.	A/I
b) Good communication and inter-personal skills both verbal and written, with the ability to explain financial matters to non-practitioners.	A/I
c) Self-motivated and ability to prioritise effectively.	A/I
d) Lateral thinking approach to problem solving, and good analytical skills.	A/I
e) Good understanding of the finance and accounting environment.	A/I
f) Able to work under pressure and meet deadlines.	A/I
g) Experience of having used IT systems and be able to use this to streamline and improve processes.	A/I
<b>SKILLS/ATTRIBUTES</b> <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
a) Flexible and adaptable, highly co-operative and has confidence to try new things.	A/I
b) Analytical skills with an ability to provide advice and information on a range of issues.	A/I
	A/I

<p>c) Ability to work effectively as part of a team but also able to use own initiative.</p> <p>d) Willing to take on new and different tasks/ways of working.</p> <p>e) Prepared to pick up work outside of own specialism or that which is comfortable to help in emergencies or provide backfill for others.</p> <p>f) Develops new skills as necessary to provide a flexible resource to meet changing needs and strategic priorities.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<p><b>BEHAVIOURS</b> Behaviours will be tested at interview against the Council's values (further detail below)</p>	
<p>Empowering, valuing and developing our people.</p> <p>Valuing our customers.</p> <p>Being open and honest.</p> <p>Taking ownership.</p> <p>Being ambitious.</p>	<p> </p> <p> </p> <p> </p> <p> </p> <p> </p>
<p><b>EQUALITY AND DIVERSITY</b></p>	
<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>	<p>A/I</p>

**Our Values**  
...we believe in

**OUR CUSTOMERS**   **BEING AMBITIOUS**   **TAKING OWNERSHIP**   **BEING OPEN and HONEST**   **OUR PEOPLE**

We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.

**MINDFUL EMPLOYER**

**disability confident EMPLOYER**

**DYING TO WORK**