

Job Description and Person Specification

Post Title:	Finance Administration Assistant
Reports to:	Senior Business Accountant
Scale:	2
Politically Restricted:	No

Overall Purpose

1. To provide administrative support to the Senior Business Accountant and Business Accountants which includes assisting in budget reporting and monitoring, year-end accounting, and support in maintaining the financial management system.

Key Roles, Tasks and Responsibilities

Note: The tasks listed below are to be performed in conjunction with other members of the Finance Team and are not the sole responsibility of the post holder

1. To assist in the preparation and maintenance of budget data in respect of service budgets and recharging of central costs.
2. To provide support to the Systems Accountant in terms of day-to-day maintenance of the Financial Management System.
3. To assist in the timely production of any ad-hoc reports for the Senior Business Accountant and Business Accountants for use by management and Cabinet Executive.
4. To assist with the monitoring and recording of Freedom of Information requests and to co-ordinate their return in accordance with statutory timescales.
5. Updating and maintaining of the Contracts register
6. To assist with the maintenance and monitoring of various email boxes.
7. Collection and distribution of Finance post.
8. To perform appropriate year end tasks as directed by the Senior Business Accountant or the Accountancy Services Manager.
9. To maintain a professional relationship with external agencies, key partners, and customers.

Post Characteristics

Allowances: N/A

On call/emergency situations: N/A

Security/safeguarding checks: N/A

Health and Safety Responsibilities

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

Computerised accounting systems (*3,4)

Office software – Excel, Word, & Outlook (*3,4)

Desirable:

Understanding of double entry accounting (*3,4)

Reconciliation of Financial data (*3,4)

Experience of Purchase or Sales Ledger (*3,4)

Experience

Essential:

Computerised accounting systems (*3,4)

Office software – Excel, Word, & Outlook (*3,4)

Desirable:

Purchase or Sales Ledger (*3,4)

Utilisation and analysis of financial information (*3,4)

Skills/Abilities

Essential:

Strong and proven interpersonal skills (*4,5)

Strong and proven written and verbal communication skills (*3,4,5)

Proven analytical, problem solving and creative skills (*3,4,5)

Proven ability to work methodically and to a high level of accuracy (*3,4,5)

Good level of competence in office systems – Excel, Word, Outlook & PowerPoint (*3,4,5)

Desirable:

Qualifications/Training

Essential:

Minimum of 5 GCSEs (including Maths and English) at grade C or above (*3,4,5)

Desirable:

Other

Essential:

Team player – cooperative, flexible, and adding value (*3,4,5)

Committed to continuous improvement in quality, timeliness, and productivity (*4)

Flexible working (*4)

Working to and achieving deadlines (*4,5)

Effective prioritisation (4,5)

Desirable:

Method of assessment*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

Job Description and Person Specification details:

Reviewed by:

Latest Version Date:

Job Evaluation Ref: