Job Description and Person Specification

Job title	Finance Officer – Accounts & Systems
Strategic team/Directorate	Finance
Service	Finance
Business unit	Systems & Information
Responsible to (day to day issues)	Principal Finance Officer – Accounts & Payroll
Accountable to (line manager)	Principal Finance Officer – Accounts & Payroll
Salary grade (spinal column points only)	Grade F
JE ref	JOT155

1. Key purpose of job

1.1. To provide timely, accurate and relevant automated financial and non-financial information for a number of council systems to support service managers

1.2. To provide timely, accurate and relevant automated financial information to support Finance Staff in providing a comprehensive accountancy service.

1.3. To provide training to service managers and finance staff on the use and interpretation of automated financial and non-financial information

1.4. To liaise with service managers and finance staff to develop automated solutions to manual processes

1.5. Provide support to the FIMS & Financial Systems Account Manager (who is responsible for the maintenance and development of all related Finance Systems), in relevant tasks to ensure cover for absence.

1.6. Provide support to the Principal Finance Officer – Accounts & Payroll (who is responsible for the maintenance and development of the Finance System & Payroll costing), in relevant tasks to ensure cover for absence.

1.7. To be wholly responsible for the production, management, reconciliation and distribution of all VAT reports to the VAT Accountant

1.8. To be responsible for, and provide an administrative & support service for Bankline and Real Asset Management Systems This will include making decisions on system changes and automating current manual practices

2. Anticipated outcomes of post

2.1. That information provided to service managers and finance staff supports better decision making, productivity and efficiency improvements

2.2. Accurate financial information is provided for the production of statutory and other council data returns in a timely manner

2.3. That the training provided to service managers and finance staff leads to greater understanding and use of service specific information.

2.4. The development of the council's Purchase to Pay financial module meets the needs of Financial Services and the organisation

2.5. The VAT accountant has accurate and timely reports to make the necessary statutory returns

2.6. First point of contact for FIMS related queries and issues

2.7. Bankline and Real Asset Management systems are well supported

2.8. To ensure that the Payroll system remains in balance with the General Ledger and all related third party payments are reconciled between systems

3. List key duties and accountabilities of the post

3.1. Provide back up to the Principal Finance Officer – Accounts & Payroll

3.2. Assisting the Principal Finance Officer – Accounts & Payroll in processing and reconciling the payroll costings for internal and external clients as well as administering payments on behalf of the clients to 3rd party suppliers such as HMRC and Pensions.

3.3. Work with Principal Finance Officer – Accounts & Payroll in ensuring payroll related processes and procedures are kept updated and reviewed.

3.4. The day to day housekeeping of the Purchase Management module

3.5. To provide timely, accurate and relevant automated financial information for a number of council systems including (but not limited to):

- FIMS – Financial, Information & Management System
- SPAR - Performance Data
- Payroll – MyView (user interface) & Zellis (core Payroll System)
- HR – Workforce Planning
- OpenRevs – (e.g. Council Tax, NNDR, Housing Benefit system)
- Corporate Debt View
- Print / Sefas / Cirrato (Printing & Photocopying software)
- Adelante – Income Management & Card Payments
- Taranto Car Parking System

3.6. To be responsible for and to be the first point of contact for users of Bankline and Real Asset Management systems and to provide system support and maintenance This will include making decisions on system changes and automating current manual practices

3.7. Deliver training, either in a group session or individually to staff

3.8. Write guidance/training manuals for staff to use ~~the automated reporting~~ for FIMS and system procedure process mapping for the FIMS Team

3.9. Provide support as required to service staff and finance staff on the required reports and to lead on the delivery of the FIMS helpdesk function

3.10. Provide maintenance and assist with development & support on the council's Financial Systems

3.11. Although sitting in Financial Services this is a key technical post that requires IT skills in order to perform these duties

3.12. Project Work:

- Assist in the development of new / updated financial (and related) projects as and when required.
- Suggest areas of potential improvement and implement when agreed

3.13. To provide a support service for users of the FIMS modules and provide support for the Financial Services System helpdesk.

3.14. Ensure that the principles of the Data Quality & Protection Policies are applied and that users of the Financial Information & Management System are made aware of their responsibilities with regards the policy

3.15. To be wholly responsible for the production, management, reconciliation and distribution of all VAT reports to the VAT Accountant. On a monthly / quarterly basis ensure that all VAT reports are run and reconciled to FIMS before distributing to the VAT Accountant. Ensuring any variances are accounted for and corrected if necessary.

4. Budgetary/Financial Responsibilities of the post

4.1. None

5. Supervision/Line Management Responsibilities of the post

5.1. None

6. Working environment and conditions of the post

6.1. Normal working environment and conditions.

7. Physical demands of the post

7.1. Normal physical effort.

8. Specific resources used by the post

8.1. Usual IT equipment and accessibility for office working and home working.

9. Key contacts and relationships

External

- External Auditors
- Council partner organisations and subsidiary companies
- IT Software providers
- Creditors and Debtors of the Council
- The Council's bankers
- HMRC, Pension Providers
- DWP

Internal

- Service staff at all levels
- All Finance Staff
- Internal Audit
- FIMS, Logi & Cognos Users
- Payroll Services and other support services

10. Other duties

To undertake additional duties as required, commensurate with the level of the job.

Other Information

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
- The post-holder must comply with the Council's Health and Safety requirements as outlined in the H&S policy appropriate to the role.
- This post is historically based at Tor Hill House although changes to working from home practices allow for permanent or hybrid home working.
- The post-holder must be committed to the Council's Core Values for employees – "Torbay Council employees are committed to being forward thinking, people orientated and adaptable - always with integrity". Evidence will be sought during the probation and appraisal processes.
- If you are required to use your own vehicle on Council business or drive a council vehicle you will be asked to provide information on any driving endorsements by accessing www.gov.uk/view-driving-licence and providing a code to your Line Manager in order to share your driving licence information with the Council.
- You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose 'unspent' convictions.
- Torbay Council is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for.

Person Specification

Note for Candidate

All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

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Skills and effectiveness

Essential skills and effectiveness

1. Able to demonstrate effective communication to non-finance colleagues at all levels and to create effective working relationships which enhance and develop the finance service to managers.
2. The ability to work with a variety of customers and forge effective working relationships (e.g. working alongside budget holders, finance staff and senior officers and to adapt to local needs).
3. Able to convey financial and technical information accurately and simply in a manner that is easily understood by all recipients.
4. Able to manage a piece of work ensuring that all milestones are achieved and deadlines are met.
5. Customer focused
6. Flexible approach, able to work on own initiative and as part of a team with competing deadlines. The post holder is required to be quick thinking with a calm, patient and pragmatic manner
7. Able to work well with competing demands and cope with a continually changing working environment.
8. The ability to provide information to support the completion of statutory grant and other returns with accuracy and timeliness
9. Able to undertake a diverse workload and produce desired outcomes within deadlines
10. The necessary skills to assist with system issues and decide on the fixes applicable
11. The IT technical skills required to complete the key duties of the post

- Ability to contribute to technical projects to develop/update reporting solutions
- The ability to gain detailed knowledge and use this to enhance system process

Desirable skills and effectiveness

1. Effective presentation skills
2. Able to prepare and present documented material accurately and clearly than can be easily understood by a diverse audience
3. Skills in database administration

Knowledge

Essential knowledge

1. Working and up-to-date knowledge of IT based systems. In particular - Knowledge of Financial Information Management Systems is essential to performing this job adequately.
2. Up to date, working knowledge of Windows-based software and of Microsoft Office applications; in particular a good level of knowledge in TEAMS, Excel, Word & Outlook
3. Working knowledge of Local Authority accounting and relevant guidance (including Financial Regulations, LA Open Data)

4. Technical knowledge on how to support & maintain several different databases
5. Some previous recent knowledge of database administration
6. A deep understanding of source systems will be required, and creative solutions required to replace manual process with automated ones

Desirable knowledge

1. Knowledge in the application of policy relating to Data Protection and Data Quality
2. A high level of knowledge of excel and its technical functions

Experience and achievements

Essential experience and achievements

1. Recent experience of working within a financial environment for a complex organisation.
2. Up to date experience of critically evaluating and explaining financial information to finance staff and budget holders
3. Current experience of providing timely, accurate and relevant automated financial information from a number of different databases
4. Relevant technical experience of system administration & development

Desirable experience and achievements

1. Experience in budget monitoring, budget preparation and closedown procedures within a local authority
2. Some relevant experience in providing training either on a one-to-one basis or to a group
3. Previous experience of writing guidance and training manuals for staff to use
4. Experience of assisting and putting forward ideas in technical projects to develop/update reporting solution
5. Some previous, successful experience of working as part of a project group
6. Experience of reviewing procedure and suggesting system solutions to improve service delivery

Qualifications/professional memberships

Essential qualifications/professional memberships

1. Educated to GCSE standard, including pass grades for Maths and English (or equivalent)
2. Association of Accounting Level or equivalent
3. MOS or ECDL European Computer Driving Licence equivalent

Desirable qualifications/professional membership

1. PRINCE 2 Foundation Level or equivalent

Essential – Other requirements of the job role

- Ability to potentially travel around the Bay/Southwest/UK to carry out duties.