



HILLINGDON

LONDON

Job Profile

JOB TITLE: Resources Finance Officer

GRADE: Scale 6

POST NO:

JOB TIER: 5

DBS CHECK:

GROUP: Finance

SERVICE: Operational Finance

REPORTING STRUCTURE

Reports to: Team Leader

Direct Reports: none

Indirect Reports: none

ROLE PURPOSE:

To work as part of a team to maintain accurate records on claims and report on the financial data as required. The postholder will also provide accurate statistical returns and make claims against the asylum grant to the Home Office, and provide advice and support to service users.

A. Job Description

1. People Management

- No direct supervisory responsibility however may be requirement to assist in induction and training of peers and new employees.

2. Resident & Community Contribution

- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

3. Operational Service Delivery

- Providing financial data to line management, when required, on an accurate and timely basis
- Ensure the keeping of accurate records, computer and manual of claimants
- Ensuring the accurate data input relating to clients and provider payments on to the authority's financial systems ensuring that payments are entitled and accurate.
- Acknowledge written correspondence and provide routine and complex responses as appropriate including written reports on behalf of the council to appropriate agencies.
- Provide data and reports to support detailed financial analysis and reconciliations to facilitate the investigation of variances, inefficiencies and financial irregularities.
- Controlling expenditure claims of the Imprest Accounts held within Children's Service.
- Providing support and advice to service users on benefits claims and ensure that claims are made in an accurate and timely manner.
- Completion of Asylum grant claims for the Home Office on a timely and accurate manner.
- Responsible for the completion of financial statistical returns for government departments and other professional agencies.

4. Service Planning & Development

- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.

5. Financial & Resource Management

- To demonstrate cost-consciousness and identify any cost effective changes to own way of working.

6. Continuous Improvement

- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.
- Contribute to the development of a performance and customer focused culture. Manage the impact of change, developing new ways of working which add value to the business.

7. Contacts

- Primary contact will be with other officers within the Council, external organisations and service users / residents and their representative bodies.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.
- To take responsibility for own professional development, keeping up to date with accounting and relevant statutory legislation, regulations, standards, service developments and initiatives and the Council's policies and procedures.

9. KEY PERFORMANCE INDICATORS

- Achievement of Performance & Development Agreements (PADA) objectives
- Delivery of agreed Team Plans
- Delivery against any agreed Service Levels
- Create and maintain effective relationships with key service managers and partners

B. Person Specification

Resources Finance Officer

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL	DESIRABLE
GSCE English and Maths	✓	
Willingness to work towards financial qualification		✓
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE
Proven ability to work flexibly to meet the needs of the service	✓	
3. EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working on financial systems	✓	
Experience of working within a Children's Service environment		✓
Experience of providing advice and guidance in a customer service setting		✓
4. KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
Microsoft Office with sound Excel skills and the ability to use service specific software	✓	
Proven analytical skills and the ability to present financial information clearly	✓	
Strong organisational skills and the ability to deliver workload on a timely and accurate basis.	✓	
Ability to build effective relationships and gain credibility within an organisation	✓	
An understanding of the benefits framework		✓
5. COMPETENCIES	ESSENTIAL	DESIRABLE
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
Team working		

Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓	
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓	
Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	