



Job Profile (non-management level)

JOB TITLE:	Finance Assistant – Control Accounting
GRADE:	Scale 4 to Scale 5
POST NO:	4575 / 2306 / 2180 / 2294 / 7126
JOB FAMILY:	Finance
JOB TIER:	5 (non-management)
DBS:	n/a
GROUP:	Finance
SERVICE:	Corporate Finance
Reports to:	Senior Accountant – Control Accounting
Direct Reports:	None
Indirect Reports:	None

ROLE PURPOSE:

1. To provide administrative support within the Control Accounting Team.
2. To assist Heads of Service, Finance Managers, Principal and Senior Accountants in maintaining the accuracy of financial records by undertaking a range of financial administrative tasks.
3. To perform other duties which are commensurate with the grade and nature of the post including covering duties within the team during holiday periods.

A. Job Description (non-management level)

1. 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'.

2. People Management

- This role has no supervisory responsibility.

3. Operational Service Delivery

- **Scale 4**

1. To assist with the work associated with the control function as directed by the FM. This will include:
 - Inputting data into spreadsheets.
 - Assisting with the reconciliation process of the Council's main, subsidiary and imprest bank accounts.
 - Clearance of income suspense items from the Council's income management system and other client systems in a timely manner.
2. To maintain, monitor and prove financial information as required.
3. To monitor and manage the Team's generic mailbox(s).
4. To keep up to date with office technology and to operate new systems as required.
5. To maintain a working knowledge of the Council's general ledger, creditor, payroll and income systems in order to be able to resolve queries.
6. To use appropriate computerised systems including MS Word, Excel, General Ledger system and the Council's Income Management system for producing financial reports.
7. To carry out all duties in compliance with the Data Protection Act.
8. To distribute controlled stationary to Council departments maintaining a record to recharge at regular intervals.

- **Scale 5 (in addition to those for scale 4)**

1. To be responsible for inputting payments, preparing templates and downloading statements using the Council's banker's electronic banking system when required.
2. To take responsibility for the preparation and notification of payments from the Payroll bank account for all statutory and non statutory payroll deductions when required.
3. To take responsibility for the 'releasing' of electronic banking slips on the Council's income management system when required.
4. To assist with the reconciliation process of all the control codes relevant to the Control function on a monthly basis and at year end ensuring all deadlines are met.
5. To process and monitor unpaid cheques and card charge backs as required.
6. To be responsible for submitting journals in the Council's financial management system when required.
7. To liaise with officers in service areas to resolve balancing items on EVF, Resident Fund and Purchasing Card cash reconciliations as required.
8. To liaise with the Council's bankers, Cashiers office, Council's Security Carrier, Bailiff and other external bodies to resolve queries.
9. To notify ICT of any missing statement / payment files.
10. To be responsible for writing and maintaining procedure notes for tasks undertaken.
11. To co-operate with and respond to any investigations and reports of the Internal Audit Section and External Audit, in line with guidance from the Finance Manager.
12. To provide financial administrative support as necessary to transformation, and efficiency projects within the Council.
13. To assist as necessary, in responding to Freedom of Information Act requests.
14. To assist with the training of staff.

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. Service Improvement

- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.

7. Contacts

- **Internal:** All staff to Head of Service level.
- **External:** Staff of other Local and Public Sector Authorities; External Audit; Inland Revenue; Government Departments; Council's Bankers; Council's Security Carriers.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.

9. Key Performance Indicators

- Statutory payments made on time with no interest charges (HMRC).
- Monthly reconciliations completed in a timely manner.
- Corporate closing deadlines met.
- No adverse audit comments reported (internal and external).

B. Person Specification

(non-management level)

Finance Assistant – Control Accounting

This person specification will be used for recruitment to the Finance Assistant – Control Accounting vacancy in LBH. 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 (list)	ESSENTIAL ✓	DESIRABLE ✓
GCSE Maths & English	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS (describe)	ESSENTIAL ✓	DESIRABLE ✓
Willing to work flexibly	✓	
3. EXPERIENCE (describe)	ESSENTIAL ✓	DESIRABLE ✓
<u>Scale 4</u> Basic experience of working in a Finance Team	✓	
<u>Scale 5</u> Experience of working within a finance team in a public sector organisation	✓	
4. KNOWLEDGE & SKILLS (list)	ESSENTIAL ✓	DESIRABLE ✓
Good verbal communication skills	✓	
Ability to effectively utilise IT packages, including Microsoft software spreadsheets and word processing packages.	✓	
Ability to demonstrate an understanding of accounting principles and practices and the financial issues affecting local authorities.	✓	
Ability to work with, and understand a General Ledger Package.	✓	
Proven analytical skills and ability to present financial information clearly.	✓	
Strong organisational and time management skills and ability to work to tight deadlines.	✓	

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.	✓	