# Job Description

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| **Job Title:** | Senior Finance Officer |
| **Team/Service:** | FIMS & Payments Team |
| **Business Unit:** | Financial Services |
| **Commissioning Area** | Corporate & Business Services |
| **Responsible To:** ***(day to day issues)*** | Principal Finance Officer for Payments & Payroll |
| **Accountable To:** ***(line manager)*** | Systems Manager |
| **Salary Grade:** ***(Spinal column points only)*** | Scp 26 to 29 |
| **JE Ref:** | FIN46 |

## 1. Key Purpose of Job

1.1. To support the professional accounting duties undertaken by Financial Services and in particular the FIMS Systems & Payments Team, ensuring compliance with current legislation and financial regulations

1.2. Responsible for the management and administration of the Payroll system relating to all 'costing' data and interfacing/reconciling to the main Financial System.

1.3. To support and administer some of the other systems that fall under the remit of the Financial Systems and Payments Team ie FIMS; Section 106 (Planning Gain) and any other feeder systems that may be deemed as being monitored by the team.

## 2. Anticipated Outcomes of Post

2.1. Responsible for maintaining the background data in the Resourcelink (Payroll) system in respect of the financial 'costing' and interfaces to the General Ledger in the Finance system.

2.2. To support the development of existing and new Financial Information and Management Systems and to actively propose new areas identified for improvement

2.3. To administrate and maintain Financial Information & Management Systems with particular reference to:

- Responsibility for the day to day housekeeping and system issues with regards to the Purchase Management module
- Weekly / Monthly postings to the General Ledger

2.4. The provision of financial and management information with particular reference to:

- The production & maintenance of the General Ledger, ensuring the integrity of the Council's corporate financial systems.
- Business Intelligence
- Section 106 Database
- Financial Data relating to Payroll Costing & responsibility for monitoring & rectifying system reconciliations

## 3. List Key Duties and accountabilities of the post

3.1. To play a part in the operational development of existing and new Financial Information and Management Systems and the Payroll/HR system and to actively propose new areas identified for improvement

3.2. Responsible for the day to day administration of the finance functionality within the Resourcelink system. Ensuring that the integrity of the data is maintained for the Interfaces and various management reports.

3.3. Monitoring, Reconciliation and Maintenance (correction) of specific significant payroll related Suspense & Control accounts, including HMRC and Pension. Implement innovative solutions to problems encountered to ensure that re-occurrence of the same or similar issues do not arise.

3.4. Working with External Auditors at year end in relation to the Financial Management System and the Payroll system, supporting the closure of the Council's accounts.

3.5. Work with the Principle Finance Officer in the documentation of processes and procedures for IT systems administered by the Chief Accountant and the Systems Team as well as the Resourcelink (Payroll) system.

3.6. To assist with the maintenance and development of existing and new corporate Financial Information and Management Systems, and provide related information when requested; including the LA Open Data regulations £500 report

3.7. To provide a support service for users of the FIMS modules and the ResourceLink (Payroll) system as part of the relevant helpdesks.

3.8. To be responsible for, oversee or provide cover for the processing of data into the Council's financial costing systems, ensuring deadlines are adhered to. This will include (amongst others) :

(a) All Payroll Interfaces to the General ledger

(b) The Planning Gains Database:

- responsible for liaising with officers in other Departments including Planning, Legal, front-line Services and Finance Teams to ensure the correct recording of obligations under Planning gain agreements
- to prompt appropriate officers to monitor trigger points and be responsible for raising the demands for income accordingly
- responsible for monitoring the receipt of income, responding to queries from developers and provide regular reporting to Finance Teams and services on monies received and due

(c) Torbay Council printing recharges

(d) Processing of all Torbay's internal Council Tax & NNDR bills

3.9. The post is responsible for the day to day housekeeping and system issues with regards to the Purchase Management module which includes investigation, corrective action, and where applicable to question and recommend changes to existing practices.

3.10. 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

3.11. Provide backup cover for the daily Treasury Management tasks.

3.12. To keep abreast of and adhere to current Financial Regulations, and HMRC legislative changes and the effects they may have on financial systems and the production of the Council's annual Statement of Accounts.

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

## 4. Give examples of the typical types of problems and decisions the post will be required to make

4.1. Communicating best practice and explaining to senior officers why it is in the best interest of the council to follow the procedures.

4.2. The FIMS helpdesk requires quick thinking, a clear understanding of the processes that are in place, with a calm, patient and pragmatic approach. The post holder will need to provide on the spot resolutions to a range of problems encountered by the customer, along with resolving technical problems.

4.3. Follow up and resolve problems that have occurred within the various software packages ie FIMS, Payroll, S106 database, and establishing where current processes can be improved and made more efficient.

4.4. Resolving any imbalances between payments made and the data output from the Payroll system and rectifying any errors by liaising with HMRC, Teachers Pension, and Devon Pension as well as any other third party service provider.

4.5. Resolving system issues which may affect Business Continuity, the budget monitoring by managers, and Payroll reporting.

4.6. Planning Gain S106 invoice disputes – deciding whether or not to accept the information provided by the developer, which can lead to the issue of a credit note or to instruct a visit by an enforcement officer.

4.7. Prioritising workload to comply with system and statutory deadlines, to ensure the Council's obligations are met.

## 5. Budgetary / Financial Responsibilities of the post

None

## 6. Supervision / Line Management Responsibilities of the post ( Please show / provide organisation structure as an appendices, showing official reporting lines

6.1. Some supervisory responsibility for temporarily assigned or shared employees including on the job training, allocation, supervision and checking of work for quality and quantity.

## 7. Working Environment & Conditions of the post

7.1. Office Environment

## 8. Physical Demands of the post

8.1. Normal Office duties

## 9. Specific Resources used by the post

9.1. PC & other general office equipment

## 10. Key Contacts and Relationships

### 10.1. External

- IT Software providers including the provider of the Council's main Accounting system ( COA)
- The council's Bankers
- The Councils Auditors
- Property Owners & Developers
- Creditors & Debtors of the Council
- Academies and other Schools
- Torbay Economic Development Company
- Care Trust
- HMRC, Pension Providers

### 10.2. Internal

- All service business units including senior managers and Finance Teams, but in particular:
- IT Services
- FIMS & Cognos Users
- Internal Audit
- Planning & Legal Services
- Payroll Services

## 11. Other Duties

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

**Other Information**

a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.

b) 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.

c) The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

d) The post-holder must comply with the Council's Health and Safety requirements as outlined in the H&S policy appropriate to the role.

e) This post is based at [insert a location] but the post holder may be required to move their base to any other location within the Council at a future date.

f) 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

**JUNE 2017**

## 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.

# Person Specification

| Job Title: | Senior Finance Officer | Business Unit: | Financial Services | Team/ Service: | Systems Team |
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| Essential Skills and Effectiveness: | Desirable Skills and Effectiveness: |
|---|---|
| 1. Effective interpersonal skills to include diplomacy & tact but also a confident and effective communication manner, with a Customer Focus approach<br><br>2. A flexible and adaptable communication style and an ability to share information effectively.<br><br>3. Able to undertake a diverse workload and produce desired outcomes, to include a high level of logical reasoning skills applied to data management techniques for problem solving<br><br>4. Flexible approach to demand led service with the ability to effectively prioritise workloads to meet tight system imposed deadlines and at the same time facilitating departmental deadlines where appropriate<br><br>5. Able to work both independently and as part of a Team. The post will be required to participate in project work and will need to be able to work on problem solving and to provide cover for other members of the team.<br><br>6. Eye for detail and investigatory skills with the confidence to follow up and question procedure & create/implement solutions | 1. Effective presentation skills<br><br>2. Able to prepare and present documented material accurately and clearly that can be easily understood by a diverse audience |

| Essential Knowledge: | Desirable Knowledge: |
|---|---|
| 7. Working knowledge of Windows-based software<br><br>8. Detailed and up-to-date knowledge of IT based systems. In particular - Knowledge of Financial Information Management Systems, and other Microsoft Office applications is essential to performing this job adequately.<br><br>9. Detailed knowledge of Local Authority accounting and relevant guidance (including Financial Regulations, LA Open Data)<br><br>10. Up to date awareness and understanding of the council's structure and services, and an awareness of relevant legislation and guidance specific to that service<br><br>11. Knowledge of complex IT data files & programme processes to enable effective liaison with IT as required dealing with system problems or new system requirements<br><br>12. Knowledge of testing and implementation of new technology and system support | 3. Knowledge of training techniques and methods<br><br>4. Working and up-to-date knowledge of Cognos/Logi Analytics (or similar reporting tool) and Microsoft Access Databases. |

| Essential Experience/Achievements: | Desirable Experience/Achievements: |
|---|---|
| 13. Experience of working with IT based systems and PC based software.<br><br>14. Suitable relevant experience of working in a financial/accountancy environment as a support service | |

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| 15. Experience of maintaining accurate records and information<br><br>16. Previous experience of dealing and resolving customer queries | |

| **Essential Qualifications/Professional Memberships:** | **Desirable Qualifications/Professional Memberships:** |
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| 17. Educated to general secondary standard or equivalent<br><br>18. Maths and English to GCSE or equivalent<br><br>19. Association of Accounting Technician or equivalent (or working towards this qualification) | 5. ECDL European Computer Driving Licence or MOS<br><br>6. Institute of Leadership and Management (Stage 2) |

**Essential – Other requirements of the job role**

- Ability to travel efficiently around the Bay in order to carry out duties
- Ability to accommodate unsociable hours
- Ability to accommodate occasional home-working

**JUNE 2017**