

Job description

Job title:	Finance Officer
Grade:	Level 1 – Dorset Council Grade 7 Level 2 – Dorset Council Grade 9
Job evaluation reference:	FN514a, b
Job family:	Financial Services

Purpose and impact

1. This role reports to either an Accountant or a Finance Manager that manages the teams that have the dual role of enabling the Chief Financial Officer to fulfil his statutory obligations to make safe and efficient arrangements for the affairs of the Council, and to provide all necessary financial advice and support to Directorates and Committees.
2. Finance Officers provide high quality, professional accounting and other technical and financial support services to the Council. They ensure that consistent, accurate and timely financial management information and advice is provided to managers and other stakeholders to enable them to make informed decisions about their services as outlined in the Context Statement.

Key responsibilities

3. Responsibility for providing professional accountancy and/or financial services to the services specified in the context statement.
4. The post holder is responsible for the proper maintenance of financial records for designated services and for supporting managers with budgets, forecasts and final accounts in accordance with the Council's policies and professional standards. Some posts have specific financial processing responsibilities including the Accounts Receivable or Accounts Payable teams. In addition, complex statistical, financial or technical projects will be assigned, as required.
5. Be responsible for the preparation of budgets, forecasts and monitoring reports and closing of accounts for specified services or activities, under the broad direction of the Finance Manager.
6. Undertake technical financial assignments which may involve fresh and innovative approaches under the broad direction of the Finance Manager.
7. Supervise the day-to-day activities of specific teams or staff members, such as the Accounts Payable or Accounts Receivable Teams.
8. The post holder will take personal responsibility for continuing professional development and further areas for knowledge and skills will be discussed through the PDR process.
9. Contribute to the improvement of processes and the development and effective performance of the team through evaluation and review of current practice.
10. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.



Supervision and management

Reporting to: Accountant or Finance Manager

Responsibility for: Supervision of staff in their day-to-day activities is a requirement of some posts but responsibility for carrying out review of staff performance (PDR) lies with the Finance Manager.

Other factors

11. Responsibility for personal and shared ICT and other technology.
12. Frequent input into and interrogation of the Council's financial and operating systems. Development and ownership of budgeting and monitoring spreadsheets for relevant activities.
13. Office based post but integrated into the services which it supports so there is a requirement to work flexibly in various locations. The postholder is also required, periodically to attend meetings, locally and regionally.
14. A wide network of contacts within the organisation (at all levels from operational staff to Heads of Service Directors).
15. Some Finance Officer posts are required to develop and maintain networks with officers at other Local Authorities and with organisations like CIPFA. In addition, some posts establish networks with suppliers, customers or sub-groups of these.
16. Conflicting demands and deadlines are a regular feature of the post, including managing demands made by the changing requirements of members, officers, suppliers, customers and other external organisations. The budgeting, monitoring and final accounts cycles impose many strict deadlines, around which other work has frequently to be reprioritised.
17. Some posts are also constrained by service delivery requirements set out in SLAs, legislation (such as the Public Contracts Regulations 2015) or internal targets such as for collection of debt.
18. The post will require the post holder to work occasionally in challenging situations where robust debate occurs.
19. The postholder will always act as an ambassador for Financial Services and will represent the team in a variety of ways including deputising for managers where and when appropriate.

Progression in Post

20. Progression from Level 1 to Level 2 is on the basis of achievement of full membership of the AAT where appropriate to the post and demonstration of the full range of skills, experience and knowledge set out in the person specification and context statement.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Commitment to and evidence of CPD where appropriate	Application form
2. Membership of, and working towards AAT, or equivalent qualification	Application form
In addition to the above at Level 2:	
3. Full membership of the Association of Accounting Technicians (or an equivalent degree/qualification) qualification) or working towards these qualifications	Application form
Experience	
4. Evidence of CPD where appropriate. Evidence of learning across a range of finance tasks, processes and teams	Application form
5. Evidence of providing financial reports and support to managers and other colleagues	Application form
6. Evidence of development and application of knowledge to support improved financial management, service delivery and value for money	Application form
In addition to the above at Level 2 (desirable at Level 1):	
7. Evidence of ability to work positively, beyond the team structures.	Application form
8. Experience of working positively with Managers to ensure effective and efficient financial reporting	Application form
9. Evidence of ability to work with limited supervision, to analyse and interpret financial information and advise managers correctly	Application form
10. Evidence of the ability to interpret operational performance from financial information	Application form
Knowledge	
11. Good knowledge and wide experience of computerised business applications as they relate to the work of specific Finance Officer posts. Knowledge can be demonstrated in a range of ledgers including AR, AP, GL as well as spreadsheets and how they support the financial management requirements of the specific service area(s) or team(s)	Application form Interview Assessment
Skills and abilities	
12. Experience and understanding of the principles of financial management as they relate to the work of the Finance Officer	Interview Assessment
13. Awareness of issues affecting the modern business and economic environment within which all organisations operate	Interview Assessment
14. Ability to communicate financial information clearly and effectively with non-financial managers	Interview Assessment



15. Able to communicate financial information and concepts clearly and concisely	Interview Assessment
16. Works positively with team, customers and other stakeholders	Interview Assessment
17. Ability to present opinions and advice clearly and concisely	Interview Assessment
18. Able to communicate financial information and concepts clearly and concisely	Interview Assessment
19. Prioritises workload well with limited supervision	Interview Assessment
In addition to the above at Level 2 (desirable at Level 1):	
20. Appreciation of legislation and best practice on Local Government accounting relevant to the specific service area(s).	Interview Assessment
21. Awareness of the local and national issues (financial and non-financial) relevant to the specific service area(s)	Interview Assessment
22. Awareness of the requirements of the Code of Practice on Local Authority Accounting such as are relevant to the post	Interview Assessment
23. Awareness of accounting requirements outside of Local Govt (including GAAP and IFRS)	Interview Assessment
Our values	
24. Respect	Interview Assessment
25. Together	Interview Assessment
26. Accountability	Interview Assessment
27. Openness	Interview Assessment
28. Curiosity	Interview Assessment

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Experience	Assessed through:
At Level 2:	
29. Evidence of ability to supervise and manage staff effectively to achieve results	Application form
30. Appreciation of the UK tax system as is relevant to the specific post	Application form

Approval

Manager's job title: Jim McManus
Date: March 2016

