



Job Description

Job Title:	Exchequer Supervisor
Grade:	5
Section:	Finance
Reports to:	Exchequer Manager
Responsible for:	Finance Assistants

The Job

Is to:

- assist the Exchequer Manager in the raising and collection of Sundry Income and payment of creditor accounts; and
- supervise the Exchequer Team to ensure effective financial controls are in place and to maintain an effective service.

The Bigger Picture

You will:

- deputise for the Exchequer Services Manager in their absence;
- provide leadership to staff, motivation, training and development within the team to achieve a high quality of practice and service to meet corporate objectives;
- assist with the development of the financial framework, ensuring that effective controls are in place, challenging these controls and ensuring procedures are adhered to;
- contribute to the Team Plan to ensure strategic objectives are achieved;
- ensure that responsibility under health and safety procedures are complied with;
- promote health and safety awareness to ensure safe working environments in accordance with the WDH Health & Safety policies and procedures and undertake risk assessments as required;
- ensure that the financial systems and procedures are fully compliant with WDH Financial Regulations;
- operate within a framework of empowerment to assist in monitoring, planning and managing the current and future workloads of the team and encourage personal development;
- support the development of a learning organisation by cascading the framework of empowerment within the team, encouraging staff to develop themselves and take responsibility for their areas of work and to contribute to the development of the service;
- ensure that service area and corporate staff related policies are adhered to, with particular regard to performance of staff within the team;

- take a proactive approach to continuous improvement within the team to look at cost saving and efficiency initiatives to improve the effectiveness of the service; and
- undertake any other duties commensurate with the overall purpose of the job and the grade.

The Day to Day

You will:

- assist with the month period end for Purchase Ledger and Sales Ledger;
- create, maintain and enhance effective working relationships and communication with managers, staff and colleagues within the organisation;
- participate in supervision and appraisal with the Exchequer Manager and staff under their own line of management;
- carry out any other duties at a comparable level relating to the work of the section as determined by the Exchequer Manager.assist with the provision of accurate Performance Indicator information;
- assist in the maintenance of procedure manuals to complement systems;
- assist with the training of operational managers and staff to ensure they are equipped with the knowledge and tools to comply with financial procedures relevant to the Exchequer Team;
- assist with providing information to external agencies, i.e. Inland Revenue; and
- deal with specific payment enquiries from various sources both within WDH and external bodies.

Personal Contacts:

Internal: Staff at various levels within the organisation.

External: Wakefield MDC, various other organisations and individuals to whom WDH is indebted.

The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post. WDH principles reflect behaviour patterns which distinguish highly effective performance in a role. There are nine behavioural indicators which are split into three principles; Determination, Nous and Attitude and these are often referred to as DNA.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)	Shortlisting Criteria (Tick)
Qualifications and Training				
Working towards a financial qualification such as AAT (or equivalent).	✓		AF / CQ	✓
AAT qualified or part CCAB.		✓	AF / CQ	

Determination				
Experience of working within a financial environment, working in accordance with an organisation's financial framework.	✓		AF / I	✓
Experience of the provision of monitoring information.	✓		AF / I	✓
Effective organisational skills	✓		AF / I	
Able to work effectively in a highly pressurised environment and meet deadlines and targets	✓		AF / I	
Experience of working with non-financial managers and external organisations and individuals.	✓		AF / I	

Nous				
High level of numeracy and accuracy	✓		AF / I	
Effective communication skills, both verbal and written	✓		AF / I	
Ability to work with a minimum of supervision and under own initiative	✓		AF / I	
Ability to work as a member of a team	✓		AF / I	
A thorough understanding of financial and management accounting issues	✓		AF / I	
Ability to use and develop PC based information systems.	✓		AF / I	

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)	Shortlisting Criteria (Tick)
Clear presentation skills both verbal and written	✓		AF / I	
A thorough knowledge and understanding of financial systems and procedures operating within WDH.		✓	AF / I	

Attitude				
A problem solver who is able to work within the requirements of the financial framework	✓		AF / I	
Ability to work effectively as part of a team	✓		AF / I	
Self-motivated	✓		AF / I	

Additional Requirements of the Role				
The post holder must hold a valid UK driving licence and have daily access to a vehicle to travel throughout the district.		✓	CQ / AF	

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification

R- References