



Job Description

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| Job Title: | Finance Officer |
| Grade | Grade 6 |
| Section: | Finance |
| Reports to: | Relevant Finance Manager or Team Leader |
| Responsible for: | N/A |

The Job

Is to:

- assist the team in the delivery of high-quality, effective customer focused financial services in accordance with WDH financial standing orders, within service standards and adhering to financial regulations.

The Bigger Picture

You will:

- ensure appropriate segregation of duties and effective financial controls that meet and exceed the requirements of our regulators, funders, and customers;
- produce financial information and provide a comprehensive financial service to devolved budget holders, supporting Team Leaders and Managers to maintain the financial records of the organisation and ensure it is accurate and up to date and information is produced in accordance with corporate timescales;
- perform technical accountancy tasks in line with FRS102 guidelines and managers direction and financial projects and assisting in compilation of budgets and closing-down process.
- performing data analysis to support the Finance team on compliance with the FRDF's risk management, value for money (VFM), business strategy and team planning activities.
- assist in the implementation of the organisation's financial strategy and framework with the aim of ensuring the optimum use of resources available to meet corporate objectives;
- ensure the accuracy of all financial ledger information, reconciliation of holding accounts etc
- contribute to the development and improvement of financial information, including source systems and management information systems, which reflect the requirements of the users
- assist in financial appraisals, to ensure the optimum utilisation of resources;
- contribute to the development of financial awareness within the department, including the development and delivery of financial training for non-finance managers and the establishment and review of financial manuals and procedural frameworks;
- provide financial advice and guidance to managers and staff, and attending working groups, where required;
- resolve financial enquiries from various sources within/outside the organisation;
- collaborate with other staff in the team to meet their responsibilities and deadlines;

- support the development and implementation of the Team Plan, and Performance Management Systems within the team;
- contribute to new ways of working through partnership and consultative arrangements;
- undertake specific project management tasks as required relating to policy or service initiatives;
- assist in the resolution of complaints and representations in accordance with the WDH complaints procedures;
- assist in the identification and management of risks within their service area; and
- carry out any other duties at a comparable level of responsibility relating to the work of the section as may be required.

The Day to Day

You will:

- ensure the finance team make timely payment runs to maximise cashflow in line with WDH policies and procedures and contractual agreements;
- carry out high volumes of financial processes which may include but is not limited to invoices, credit notes, sales invoices, direct debits, bank transactions, benefit receipts, all pay receipts and payments over the phone, ensuring compliance with WDH Standing orders, Financial Regulations and UK Prompt Payment Code.
- ensure work undertaken is accurately recorded, with documentation appropriately processed in line with organisational processes and procedures;
- carry out reconciliation process to ensure liabilities are accounted correctly;
- manage queries and work collaboratively with stakeholders both internal and external to resolve queries/disputes and negotiating payment/credit timescales where applicable;
- Process all appropriate month and year end tasks in line with the accounting periods to ensure accurate accounting of expenditure;
- Report contractual issues arising from financial processes to the relevant Manager and Procurement Department;
- Provide support, advice and guidance to all WDH employees in relation to the appropriate financial processes and IT systems;
- assist Line Manager in the coordination of information, evidence and documentation as required by internal and external stakeholders;
- be responsible for developing and maintaining good professional working relationships with internal and external stakeholders to maximise key outputs;
- assist with the development, maintenance, and continual review of systems to update procedural documentation as required;
- assist with the day-to-day budget management and procurement requirements for delivering the services of departments throughout WDH; and
- ensure that the consistency of service provision, quality and performance standards are maintained.

Personal Contacts:

Internal: Employees at all levels within the organisation.

External: External organisations and suppliers of WDH.

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, Attitude, and these are often referred to as DNA

| Personal skill characteristics | Essential (Tick) | Desirable (Tick) | Method of Assessment (Code list below) |
|---|---------------------|---------------------|--|
| Qualifications and Training | | | |
| A qualification at Level 2 of the Qualifications and Credit Framework, such as GCSEs (three or more at grades A–C/9 – 4), Award, Certificate or Diploma at level 2 or equivalent including English and Maths. | ✓ | | AF/CQ |
| AAT qualified or part CCAB. | | ✓ | AF/CQ |

| Determination | | | |
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| Proven track record of achieving performance targets. | ✓ | | AF/I |
| Experience of processing payments. | ✓ | | AF/I |
| Effective time management and organisational skills. | ✓ | | AF/I |
| Excellent numerical skills with a high level of attention to detail and accuracy. | ✓ | | AF/I |
| Ability to undertake routine tasks under pressure and meet deadlines. | ✓ | | AF/I |

| Nous | | | |
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| Awareness of appropriate external legislation and financial regulations | ✓ | | AF/I |
| Be IT literate with the ability to use and develop PC based information systems. | ✓ | | AF/I |
| Ability to solve problems efficiently within the requirements of a financial framework. | ✓ | | AF/I |
| Excellent organisational skills. | ✓ | | AF/I |
| Good presentation skills. | ✓ | | AF/I |
| Ability to work with minimal supervision and on own initiative. | ✓ | | AF/I |
| A thorough knowledge and understanding of financial systems and procedures within a financial environment | ✓ | | AF/I |
| Experience of delivering a customer focussed service within a finance related field. | | ✓ | AF/I |

| Attitude | | | |
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| Self motivated, manage workloads and able to respond effectively when under pressure to meet appropriate deadlines in a performance orientated culture. | ✓ | | AF/I |
| The ability to handle difficult and sometimes challenging conversations over the telephone | ✓ | | AF/I |

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| Excellent customer service skills. | ✓ | | AF/I |
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| Additional Requirements of the Job | | | |
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| Work flexibly to meet the changing needs of the service | ✓ | | AF/I |

Key

AF - Application Form

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

CQ - Certificate of Qualification