

# JOB DESCRIPTION

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| **Post Title:** | Finance Assistant | **Department / Service:** | Integrated Adult & Community Services, Business Support & Transformation |
| **Hours:** | 37 | **Level:** | G02 |
| **Location:** | Coed Pella | **Job Evaluation Number:** | SL2099 |
| **Responsible to:** | Finance Manager | **Responsible For: (Staff)** | None |

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| **Job Purpose:** |
| To work as part of the finance team carrying out financial duties in accordance with authority procedures to provide a high standard and comprehensive range of financial services for the department. |

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| **Duties and Responsibilities - Job Specific** | |
|  | To raise and process purchase requisitions, checking correct authorisation. |
|  | To register details of commissioned community care services and process associated invoices though the department budget monitoring and forecasting database. |
|  | To liaise with private sector providers, authority colleagues and other agency staff to resolve any discrepancies between commissioned and actual service provision for community care transaction. |
|  | To assist in auditing tasks as directed within their service area as directed. |
|  | To process payments through the county’s computerised systems ensuring payments comply with financial regulations, VAT regulations, Inland Revenue and Construction Industry Tax Regulations. |
|  | To resolve supplier queries promptly and professionally |
|  | To ensure timely completion of tasks in order to meet deadlines for payment runs and other financial reporting requirements. |
|  | To assist in the safe receipt, handling and issuing of cash and valuables and the reconciliation of transactions. |
|  | To assist in the banking of all cash and cheques on a regular basis. |
|  | To order, control and issue department financial controlled stationery. |
|  | To issue rail warrants as required |
|  | To work effectively as part of a team and carry out such duties as may be designated by the line manager commensurate with the grade and responsibilities of the post. |

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| **Duties and Responsibilities – Corporate** | |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** …………………………..

**Employee’s Name and Signature**

**Approved by**

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post: Finance Assistant**

**Date: August 2021**

**Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| **Knowledge & Skills** | Good Standard of Education | AF/V | E |  |
| Good level of competence in Excel, Word and Outlook and computerised accounting software. | AF/T | E |  |
| Self-motivated and enthusiastic | AF/I | E |  |
| Ability to work under pressure and meet targets and deadlines | AF/I | E |  |
| Ability to work unsupervised, but with support as required | AF/I | E |  |
| Ability to work in a busy office environment that often demands high levels of concentration. | AF/I | E |  |
| Able to manage high volume workload | AF/I | E |  |
| Work as part of a team, to ensure co-ordination of effort and that work is done effectively. | AF/I | E |  |
| The ability to communicate in English is essential. | AF/I | E |  |
| The ability to communicate in Welsh is desirable. | AF/I |  | D |
| **Creativity & Innovation** | Ability to utilise skills and knowledge to deal with day to day finance issues. | AF/I | E |  |
| **Contacts & Relationships** | Ability to communicate effectively with officers within the department, providers and creditors | AF/I | E |  |
| **Decisions / Recommendations** | Ability to make appropriate decisions/recommendations regarding the days to day aspects of the service. | AF/I |  | D |
| **Resources** | Responsibility for PC, low value stock and date systems. | AF/V | E |  |
| Will assist to manage resources held by the section | AF/V | E |  |
| **Physical Demands** | The post holder will be expected to:  Work extensively on a PC using a keyboard. | AF/I | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)