



**Cumberland  
Council**

## Post Specification

<b>Date</b>	<b>18<sup>th</sup> December 2024</b>
<b>PG Number</b>	<b>PG5946</b>
<b>Post Title</b>	<b>Financial Systems Development &amp; Control Officer</b>
<b>Job Family</b>	<b>Regulation &amp; Technical</b>
<b>Job Family Role Profile</b>	<b>RT11</b>
<b>Final Grade</b>	<b>Grade 11</b>

**To be read in conjunction with the job family role profile**

### Service Area description

The Financial Systems & Control team is part of the Finance Service Area within the Resources Directorate. The team leads on providing effective financial systems, both procedural and IT based, in order to ensure the Council is using systems to its optimum advantage. The team also provides advice regarding financial controls across the Council and is responsible for ensuring the correct receipt and recording of the Councils income.

### Purpose of this post

To support the Finance Manager – Financial Systems & Control in providing flexible and professional financial systems services to support the management of the Council budget in accordance with the Council Plan

### Key job specific accountabilities

1. Provide flexible and professional financial systems services to the Council. This will include consulting on their requirements and formulating proposals to enhance service delivery and financial performance.
2. Maintain financial systems to a high standard, undertaking routine and scheduled maintenance, ensuring that financial systems operate to agreed service levels and data quality is assured.
3. Support the Finance Manager – Financial Systems & Control to develop the financial applications applications to meet the requirements of the council.
4. Lead on project initiatives, co-ordinating activity, reviewing processes and support the development of improved financial systems and controls across the council.
5. To develop effective working relationships with the finance community to ensure an effective business partnering role between financial systems and services.
6. Challenge the develop business processes to ensure that finance systems continuously improve and support business plans and corporate aims. Being an advocate for supporting the cultural change required to develop financial systems to increase budget management capabilities.

7. Continuously review, develop and deliver financial systems training across the council, ensuring that both new and existing users are effectively conversant with all systems processes, controls and standards as agreed.
8. Communicating effectively through understanding the needs and presentational requirements of the audience. Influencing and encouraging managers to consider financial system issues within decision making.
9. Challenge, review and develop financial reporting systems, ensuring they are fit for purpose, users are effectively trained and systems are deployed.
10. Challenge inherent working methods and encourage Managers at all levels within the Council to change working practices where necessary to improve value for money from activities.
11. To support the delivery of financial services across the Council through demonstrating a flexible approach to work. This may involve working in other areas of the finance team and supporting projects.
12. To undertake any other roles specific to the service being supported - these are likely to be wide ranging and varied.

**Please note annual targets will be discussed during the appraisal process**

#### **Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>This role has no budget responsibility</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Information; responsible for maintenance of financial systems data.</li> <li>Equipment; a limited range of IT equipment</li> </ul>

#### **Essential Criteria - Qualifications, knowledge, experience and expertise**

- AAT qualified or qualification in related subject such as Project Management, ICT or Risk & Business Continuity.
- Evidence of continuing personal and professional development
- Practical knowledge of budget management and financial transactional processing.
- Experience of introducing best practice and innovation with services.
- Demonstrable knowledge of financial reporting systems.
- Significant experience of working within a finance environment.
- Good technical background in accounting covering budget management process, year end accounting and financial transactional processing.
- Experience of analysing user requirements and formulating systems solutions.
- Experience of training / coaching one on one or in a group environment.
- Demonstrable experience of delivering systems solutions to business problems.
- Use of report writing tools to produce effective data analysis.
- Experience of working within project environment.
- Ability to make quick and accurate decisions when faced with limited information.
- Ability to work with non-finance managers to provide objective and understandable financial advice.
- Accurate numeracy, analytical and comprehension skills.
- Competent use of Microsoft Office packages, Word, Excel, PowerPoint or similar packages.
- Capacity to work effectively under pressure, prioritise and meet deadlines.
- High quality communication skills; written, report writing and presentational.
- Flexible approach to meeting the requirements of the client.
- Personal integrity and understanding of requirements of confidentiality.
- Commitment to improve service.

## Disclosure and Barring Service – DBS Checks

This post does not require a DBS check.

### Job working circumstances

#### Emotional Demands

- Routine demands commensurate with the tasks and duties encountered in a modern office and challenging role of this type.

#### Physical Demands

- Limited physical demands, commensurate with those experienced in a normal office environment.

#### Working Conditions

- Conditions as experienced in a normal working office environment

#### Other Factors

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