



Cumberland Council

Post Specification

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| Date | October 2024 |
| Post Group Number | 8342 |
| Post Title | Technical Finance Officer – VAT and Banking |
| Job Family | Regulation and Technical |
| Job Family Role Profile | RT14 |
| Final Grade | 14 |

To be read in conjunction with the job family role profile

Service Area description

The Technical Finance Officer – VAT and Banking is part of the Finance Service specifically providing transactional services, cash receipting and income management, to support VAT returns, bank reconciliation, control accounting and reconciliations.

The post has line management responsibility and will support the relevant legacy systems, their harmonisation, and retirement, as well as support the future relevant system solutions.

The post is technical in specialist areas of finance, providing robust advice, ensuring compliance, and proper accounting practice.

Purpose of this post

To support the Group Accountant in providing flexible and professional financial services to support the management of the Council budget in accordance with the Council Plan.

Key job specific accountabilities

- Manage, motivate and support the development of staff within the Team in order to secure efficient performance of duties, including the recruitment of staff, undertaking performance appraisals and development reviews (in line with the Council procedures and timescales), identifying training needs and ensuring the continuous professional development of staff and the development of the Service.
- Maintain accounting records to a high standard, and complete financial statements, grant claims, monitoring and reconciliation of control accounts, VAT returns, annual partial exemption calculation etc., accurately and within the required deadlines. Support the production of the Council's statutory accounts and liaise with the external auditor as required.
- To act as the Council's technical expert in the field of Local Government VAT organising and providing such advice and training as is required to other Officers and Members to ensure full understanding and compliance within this area. Oversee the day to day management of the Council's principal bank accounts, including the release of AP and payroll BACS and cheque runs, prompt and accurate reconciliation of the bank accounts.
- Keep abreast of developments in Local Government Finance policy and practice in particular VAT related matters as applicable to Local Government in order to provide advice on a wide range of complex issues. 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. Communicating effectively through understanding the needs and presentational requirements of the audience. Influencing and encouraging managers to consider VAT issues within decision making.
- Represent the Finance Team at meetings with Members, Chief Officers, senior officers of external organisations, and Government Departments and Agencies; providing advice on

the financial implications of policy and service delivery issues. Provide flexible and professional financial services to managers across the Council. This will include consulting on their requirements and formulating proposals to enhance service delivery and financial performance. 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.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

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| Budget Responsibilities | <ul style="list-style-type: none"> No direct Budget responsibilities |
| Staff Management Responsibilities | <ul style="list-style-type: none"> The post has direct staff Management responsibilities |
| Other | <ul style="list-style-type: none"> |

Essential Criteria - Qualifications, knowledge, experience and expertise

- Qualified Accountant (CCAB) or qualified by experience (e.g. AAT, ATT plus 5 years experience)
- Substantial experience of providing VAT and taxation advice services.
- Knowledge of preparation & submission of VAT returns for large multifunctional organisation.
- Good technical knowledge in accounting covering all aspects of budget preparation, in year monitoring and forecasting and year end accounting.
- Well-developed communication skills with the ability to negotiate, influence and persuade.
- Experience of introducing best practice and innovation with services.
- Substantial experience of providing accounting services.
- Good technical background in all aspects of Local Government Accounting.
- Experience of statutory accounting requirements including capital and preparation of statement of accounts.
- Experience of preparing grant claims and other statistical returns.
- Experience of training / coaching one on one or in a group environment.

Desirable:

- Experience of provision of accounting support to service managers of the relevant service discipline.
- Experience of supervision of staff.
- 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.
- Presentation skills.
- Report writing.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

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| Emotional Demands | <ul style="list-style-type: none"> The role can be challenging with conflicting priorities of clients and pressures arising from reducing resources |
| Physical Demands | <ul style="list-style-type: none"> The role involves national travel to attend networking groups, seminars and other events. |
| Working Conditions | <ul style="list-style-type: none"> The Technical Finance Officer is expected to work flexibly which involves working from various offices (both within and outside the Council) and be capable of lone-working. |

Other Factors