

Post Specification

Post Specification - Key Information

- **Post Title: Finance Officer - Insurance**
- **Date: July 2025**
- **Post Group Number: 5937**
- **Job Family: Regulatory & Technical**
- **Job Family Role Profile: RT9**
- **Final Grade: Grade 9**

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

Service Area Description

The Insurance Team is a small function managed within the Finance Service of the Resources Directorate.

The Insurance Team is responsible for advising and supporting the Section 151 Officer in their role to ensure the safeguarding of assets by maintaining and administering appropriate insurance or through actively deciding to self-insure certain risks. The team also leads on and support the process of managing insurance claims made against the Council.

Purpose of this Post

The purpose of the post is to provide support to the Insurance Manager and Principal Finance Officer - Insurance in providing flexible and professional financial services to support the management of all matters pertaining to the Councils' insurance provision.

Specifically, this post will support the delivery of effective administration; control; accounting and performance management of the Council's insurance service.

Key Job Specific Accountabilities

1. To support the management of the Insurance Service for the Council including the processing of insurance claims.
2. To provide management information to support the monitoring of insurance services, budget setting, budget monitoring and closure of accounts processes of the Council.
3. Undertake regular maintenance of the general ledger through posting of virements, journals, scheme of delegation etc in conjunction with budget holders and in accordance with the Council's Financial Regulations.
4. Support the use of IT solutions to standardise and improve financial management processes within the Council.
5. Delivery of training programmes to budget managers and other users of financial systems across the Council.
6. To produce reports and prepare information that can be used to inform decision making by finance managers, budget managers and Members throughout the Council.

7. To adopt a flexible approach to working within the Finance Unit accepting and embracing the need to assist any service within the Council where financial support is required.
8. To undertake roles specific to the service being supported and commensurate to the grade of Finance Officer.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** Handles large volumes of sensitive information (insurance claims).

Essential Criteria

Qualifications:

- Association of Accounting Technicians (AAT) or equivalent.
- Or 5 GCSE 's or equivalent including English & Mathematics plus relevant experience

Knowledge:

- Practical knowledge and application of budget preparation, monitoring and year end accounting practices and procedures.
- Practical knowledge of accounting ledgers.

Experience:

- Practical and demonstrable background within financial services.
- Experience in adopting a flexible approach to working supporting a broad range of service areas.
- Accurate numeracy, analytical and comprehension skills.
- Good manipulation of accounting ledgers and spreadsheet packages.
- Competent use of Microsoft Office packages, particularly E-mail and Word.
- Ability to prioritise and meet deadlines.
- Good interpersonal skills.
- Team worker.

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