

Post Specification

Post Specification - Key Information

- **Post Title: Finance Officer – VAT and Banking**
- **Date: September 2024**
- **Post Group Number: 5377**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS9**
- **Final Grade: Grade 9**

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

Service Area Description

Financial Services is part of the Finance Service within the Resources directorate. The section is responsible for managing the Council's Financial Services, including: Accounts Payable/Receivable; Banking & VAT and Financial Systems.

Purpose of this Post

To provide support to Financial Services in providing flexible and professional financial services to support the management of the Council budget in accordance with the Council Plan and specifically support the Technical Finance Officer - VAT & Banking to manage the Council's central bank accounts, ensure prompt allocation of income, submission of BACS files, and provide VAT advice and accounting.

Key Job Specific Accountabilities

- To provide financial management information to support the budget setting, budget monitoring and closure of accounts processes of the Council.
- 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.
- Support the Technical Finance Officer – VAT & Banking in the provision of an effective VAT advisory service, reconcile the VAT Control Account and prepare monthly VAT returns.
- Reconcile the Council's central bank accounts, and all central suspense and control accounts and ensure prompt payment of salary and pension deductions to third party organisations including HMRC.
- Make BACS submissions to BACSTEL for Council Payments and all Accounts Payable payment runs.

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

Key Facts and Figures of the Post

- **Budget Responsibilities:** The role has no budget responsibility.
- **Staff Management Responsibilities:** None.

- **Other:** None.

Essential Criteria

- **Qualifications:**
 - Association of Accounting Technicians (AAT) or equivalent
 - or 5 GCSEs/O-Levels or equivalent including English and Mathematics plus relevant experience.
- **Knowledge:**
 - Practical knowledge and application of budget preparation, monitoring and year end accounting practices and procedures (ideally in local government).
 - Practical knowledge of VAT accounting and advice.
- **Experience:**
 - Practical and demonstrable background in accounting and financial services, covering budget preparation, in year monitoring and forecasting and year end accounting.
 - Experience in adopting a flexible approach to working supporting a broad range of service areas.
- **Expertise:**
 - Accurate numeracy, analytical and comprehension skills.
 - Good manipulation of accounting ledgers and spreadsheet packages.
 - Competent use of computer packages particularly email, spreadsheets and word processing.
 - Good interpersonal skills.
 - Understanding of requirements of confidentiality.

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 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 environment.
- **Other Factors:** Some travel between Westmorland and Furness Council offices will be required.