

Post Specification

Post Specification - Key Information

- **Post Title:** Finance Administrator – Income and Banking
- **Date:** September 2015
- **Post Group Number:** 5366
- **Job Family:** Business Support
- **Job Family Role Profile:** BS6
- **Final Grade:** Grade 6

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; (Accounts Payable / Receivable; Banking, VAT and Financial Systems).

Purpose of this Post

To provide support to the Finance team in providing flexible and professional financial services to support the management of the Council budget in accordance with the Council Plan. Predominantly this role will cover the administration of the Council's main income bank accounts.

Key Job Specific Accountabilities

1. To provide financial management information to support the budget setting, budget monitoring and closure of accounts processes of the Council. This will include assisting in the production of reports and prepare information that can be used to inform decision making by finance managers, budget managers and Members throughout the Council.
2. 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.
3. Support the use of IT solutions to standardise and improve financial management processes within the Council.
4. Prepare, code and allocate all income items from the Council's main income bank accounts and input to the Accountancy system via Cash Receipting module.
5. To foster professional working relationships with external service providers to ensure full compliance with all operating, monitoring and control measures are adhered to.

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:** None

Essential Criteria

- **Qualifications:** (Required for the post)
- Good standard of General Education i.e. 5 GCSE (O' level) grades, including English and Mathematics.
- **Knowledge:** (Essential knowledge required for the post)
- Demonstrable numeracy and literacy.
- **Experience:** (Essential experience required for the post)
- Practical experience of providing office based administrative tasks (ideally within local government and / or insurance).
- Ability to prioritise and meet deadlines.
- Understanding of requirements of confidentiality.
- **Expertise:** (Essential expertise required for the post)
- Competent use of computer packages particularly E-mail, spreadsheets and word processing.
- Numeracy and comprehension skills.
- Accurate and demonstrable keyboard skills.
- Demonstrable telephonic communication skills (confident in dealing with customer queries).
- Flexible approach to meeting the requirements of the client.

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:** N/A

Other Factors:

- N/A