



## **JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)**

<b>JOB TITLE:</b>	Finance Officer (Employment and Skills)		
<b>GRADE:</b>	7	<b>SERVICE AREA:</b>	Regeneration, Housing and Economy
<b>JOB CODE:</b>			
<b>REPORTS TO:</b>	Programme Management Officer	<b>LOCATION:</b>	Community venues and Home Working
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>• Evening working will / may be required to fit in with corporate need</li> <li>• Casual car allowance is payable</li> <li>• Some home working will be allowed in line with Council procedure</li> <li>• Member of AAT and active participant in CPD or in possession of equivalent finance related NVQ level 4 qualification</li> </ul>		

### **1. Main purpose of the job role:**

- To act at all times with respect, integrity and professionalism ensuring service and programme needs are met and finance services are delivered right, fast and simple
- To be personally responsible for delivering a value for money first class finance service in line with programme aims and corporate priorities
- To take a key role in the financial management and administration function for regeneration programmes ie Restart, Kickstart, Walsall Works and any new programmes securing funding
- Monitoring and administering an effective financial evidence recording and payment process
- To support all programme officers within the Employment and Skills service to deliver shared priorities and meet deadlines to ensure a consistent and customer focussed service
- To actively ensure service improvements, change management and process developments are implemented
- To ensure all work deadlines and workloads are actively prioritised, managed and delivered
- To ensure adequate staff cover to ensure maintenance of an effective finance service within the team including deputising for the Programme and Quality officers.
- To work at all times in accordance with Financial Contract Rules
- To operate consistently within the Proud programme principles
- All duties must be undertaken within the Council's Equal Opportunities policy and with regard to the Code of Conduct
- All duties must be undertaken within national and local Health & Safety Regulations policies on an individual and collective basis

### **2. Role specific duties and accountabilities:**

- Provide day to day financial management support and training & guidance to cost centre managers and programme management leads within the Employment and Skills service
- To take responsibility for ordering, receipting and reconciliation of all income and expenditure on programmes, such as Restart, Kickstart, Walsall Works
- To ensure the accuracy and validity of financial data within Oracle, One Source and other finance systems in liaison with colleagues to maintain the validity of corporate systems, and the corresponding data and information held within programmes
- Taking responsibility for ensuring that all Walsall projects are developed and delivered in accordance with Council: Grant Manuals, Financial Regulations, Audit Regulations, and that all relevant approvals are sought and secured in a timely manner.
- Support an integrated approach by working across the service to provide finance support
- To create financial management systems and processes that meet the needs of the service, the funder and accountable bodies.
- Responsible for dealing effectively and proactively with funder and officer finance enquiries
- Support senior managers in the implementation of corporate and programme initiatives

- To actively be involved in and support the production and effectively delivery of financial accounts
- Responsible for budget setting and resource allocation for the restart programme.
- Provide details of financial performance against income targets for the Restart Scheme and other programmes with any consequences and recommendations for remedial action
- Responsibility for ensuring that the content of all briefing notes or reports is appropriate, accurate and meaningful, sense checking to ensure answers all questions posed / requested by group members are included / covered etc.
- Use medium term financial planning processes
- Responsibility for grant claims and administration in line with grant manual and protocols
- Completion of financial returns and monitoring forms to the funding provider
- Support to project managers with their monitoring and forecasting processes for the programmes.
- Input into key performance indicators and national and local targets
- Ensuring maximisation of external funding to support service delivery within current frameworks and with regard to the Authority's Accountable Body status
- To ensure that all external and internal income is maximised, correctly recorded, recovered and reported.
- To attend and actively participate in meetings relating to the programme.
- Ensuring proper financial controls and governance arrangements are in place for all aspects of service delivery and compliance with guidelines, protocols and legislation
- Develop and maintain effective working relationships with all council officers, customers and partners
- To provide clear and concise financial data and information for the completion of reports and briefings for internal and external customers
- To ensure appropriate internal controls are established and working to meet lead finance officer responsibilities
- To provide support to all internal and external audits ensuring compliance with all recommendations
- To actively support / take on duties as requested in support of the Councils Policies and Procedures.
- To take on responsibility for the delivery of any additional duties as reasonably requested by your line management, commensurate with the grade

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



**Walsall Council**

JOB TITLE: FINANCE OFFICER		GRADE: 7	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.		Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b>			
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		A	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.		Not applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		A	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		A	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		A	3
<b>Abilities/Skills:</b>			
A commitment to achieving excellence in service provision / delivery		A/I	3
Excellent time management skills, possessing the ability to evaluate options, balance competing pressures and produce the required results on time.		A/I	3
The ability to work independently with the minimum of supervision.		A/I	3
Able to produce action plans, and able to set clear tasks for others, and achieve results with the minimum of supervision.		I	3
Able to adhere to accounting standards and financial codes of practice		A/I	3
Experience of supporting the development of business cases and financial summaries using appropriate tools and techniques		A/I	3
Analytical ability in interpretation of financial information		I	2
Strong numerical reasoning skills		I	2
Computer literate including experience of using Microsoft Office and financial systems ie Oracle, One Source or equivalent		I	3
Ability to effectively communicate complex information to relevant levels within the organisation		I	2
Understanding of the need for change within organisations and ability to take on and complete new challenges		I	2
Ability to implement and adhere to corporate policies, such as Protecting Information, Equal Opportunities and Health & Safety		I	3

Ability to organise own work, resources or processes and work as part of a team	I	3
Able to show a flexible approach to meeting the needs of a changing service	I	3
Ability to take ownership and ensure goals are successfully achieved within tight deadlines	I	3
An understanding of the need to ensure accounting standards and codes of practice are adhered to	A/I	3
Acts in a collegiate and collaborative way that engages with people at all levels.	I	3
Clear communicator with highly developed oral skills with audiences including: senior managers, directors of organisations and Government departments etc.	I	3
Highly customer focused	I	3
Highly motivated, resourceful and resilient.	I	3
<b>Knowledge/Experience:</b>		
Knowledge of skills and employment initiatives, and programmes, and the ability to apply this knowledge at practical levels.	A/I	3
Experience of operating within a political environment at cabinet member levels, with awareness and an understanding of the roles played and the tensions etc.	A/I	3
Significant understanding of the financial administration processes associated with the management of grant funding within public sector	A/I	3
Significant experience in a public or private sector organisation with clear evidence of success in the delivery of an effective quality finance service	A/I	3
Significant experience in the development and administration of finance reports	A/I	3
Experience of Partnership working specifically in the development of relationships, with the ability to work within a partnership environment.	A/I	3
Excellent experience in the production of detailed / complex finance reports, progress reports, action plans, remedial plans and briefing notes.	A/I	3
Experience and understanding of management accounting	A/I	3
Experience of budget setting techniques and processes	A/I	3
Experience of working within a large organisation	A/I	3
<b>Qualification:</b>		
Member of AAT and active participant in CPD or in possession of equivalent finance related NVQ level 4 qualification or significant finance experience	A	
Willingness to study towards a finance qualification CCAB/CIMA qualification.	A/I	2
Evidence of continuous professional development (where applicable)	A/I	2
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	2
Awareness of, and commitment to, confidentiality and handling data	I	2
Flexible approach to work including occasional evening meetings	I	2
Hardworking, self-motivated and enthusiastic approach to work	I	2
<b>Prepared by:</b>	Jane Kaur-Gill	<b>Date:</b> 25 August 2021