



## JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES) Manager Template

<b>JOB TITLE:</b>	Financial Admin Modules Operation Officer		
<b>GRADE: JOB CODE:</b>	G8 RT392FINAG8. JE checked 03/05/2022	<b>SERVICE AREA:</b>	Finance
<b>REPORTS TO:</b>	IProc/AP/AR Systems Management Officer	<b>LOCATION:</b>	Within Walsall Council
<b>SPECIAL CONDITIONS:</b>	The nature of this post is such that there may be a requirement to visit other locations in the course of their duties and therefore a car mileage allowance will be applicable.		

*At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:*

- *Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- *Embrace change and strive for improvement continuously;*
- *Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- *Challenge the status quo, enable and empower, act with integrity.*
- *Together, they will deliver services that the people of Walsall will be proud of.*

### 1. 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.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- 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 are 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.

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

- To ensure the delivery of a first class, high quality, value for money Financial Admin Module Operations Service, through the effective management and allocation of resources and staff.
- Responsible for the Quality and Assurance of the I Procurement, Accounts Payable, Accounts Receivable and General Ledger system transactions.
- To deputise, in the absence of or in place of, the IProc/AP/AR Systems Management Officer and The Financial Systems Officer.
- To carry out key functions and manage resources, in relation to these, within the Financial Admin module Operations Service, as designated by and agreed with the Senior Financial Administration Support Officer and the IProc/AP/AR Systems Management Officer, to meet the needs of the overall service delivery. The Currently identified functions include:
  - Manage the day to day operational activities within The Financial Admin Modules Operations Team and ensure compliance.
  - Responsible for the Maintenance and Management of the I Procurement Requisition Pool.
  - Ensure effective systems controls are in place.
  - Identify and work with Senior Managers in all matters relating to non compliance of processes and procedures.
  - Carry out System reconciliations and reporting on the behalf of the Financial Admin Module operations Team including month end and year end processes.
  - Support the PBCS reconciliation function and roll over to new months.
  - Internet Banking System Administration.
  - Provide day to day financial support, training & guidance to cost centre managers, budget holders and other internal and external customers and stakeholders including the use of financial systems.
- To lead on and take accountability for functional issues relating to the Financial Admin Modules Operations Team ensuring the delivery of outcome driven solutions.
- Responsible for the collation and presentation of management statistical information for senior managers and members including external audit and National Fraud Initiative.
- To support the regular upgrades of the Councils One Source Systems including user acceptance testing for Iprocurement, Accounts Payable, Accounts Receivable and General Ledger functions relating to the Financial Admin Modules Operations Team.
- To support the IProc/AP/AR Systems Management Officer, the Senior Financial Administration & Support Officer and other relevant officers to identify, implement and review service developments and improvements, including monitoring efficiency savings and other benefits.
- To work always with colleagues in other services to ensure that the needs of the service are met.
- To ensure written procedures for application processes are implemented and monitored.
- To ensure deadlines are effectively managed, prioritised and met.

- To support the IProc/AP/AR Systems Management Officer and The Financial Systems Officer and where appropriate act as lead officer for relevant internal and external audits, including ensuring compliance and responding to audit reports.
- Performance is maintained, managed and reported in line with APC guidelines.
- To undertake any other duties commensurate with the grade of the post

**3. Role specific duties and accountabilities:** *please refer to [role of the manager](#) detail or advice & guidance document*

### ***Horizon Scanning***

- To lead where appropriate, in the implementation of new ways of working and modernisation of service delivery to ensure that local and corporate targets and standards are met.
- To contribute to service planning and strategic management within the Financial Administration & Support service.
- To attend and actively participate in the corporate and service area meetings, steering and working groups within the remit of the Financial Admin Modules Operations Team and wider Financial Administration & Support service.
- To ensure the delivery of high quality Financial Admin Modules Operations Team service functions are maintained during any transformation processes and are regularly reviewed and developed on an ongoing basis.
- To support the review of procedures, processes and methods of service delivery.
- To liaise and work always in conjunction with appropriate council officers to ensure service delivery is maintained.
- To develop, monitor, review and take corrective action against a performance monitoring framework for the service.
- To review and realign resources as allocated to deliver a VFM Financial Admin Modules Operations Team service.

### ***Leading People***

- To provide clear effective leadership and a strong sense of direction and purpose to ensure the delivery of high-quality services through staff within the Financial Admin Modules Operations Team.
- To support the Senior Financial Administration Support Officer and or the Iproc/AP/AR Systems Management Officer, leading where appropriate, on human resource issues, such as grievances, disciplinary, welfare issues, absence monitoring.
- To support the promotion and development of a confident learning culture within the Financial Admin Modules Operations Team.

- To support the effective training and development of all staff within the Financial Admin Modules Operations Team, to meet the needs of the service, including adherence to the corporate procedures.
- To support the operation of safe working practices in accordance with the Authority's health and safety policies, protocols and procedures.
- To promote the Councils employment practices, including diversity, equality and service delivery.

### ***Managing Resources***

- To effectively manage the resources within the Financial Admin Modules Operations Team as allocated by and agreed with the Senior Financial Administration Support Officer and or the IProc/AP/AR Systems Management Officer.
- To continually review resource allocation to ensure that the needs of the overall service are being met.
- Management of resources as allocated by the Senior Financial Administration Support Officer and or the IProc/AP/AR Systems Management Officer within budgetary cash limits.
- To ensure the delivery of value for money services and the management of targets, objectives and standards including supporting the restructuring of services required.
- To challenge, develop, implement and review processes and procedures within the Financial Admin Modules Operations Team to ensure the maximisation of resources at all times.
- To support in the management and monitoring of resources against the overall service transformation plan.

### ***Managing Performance***

- To manage the performance of the resources for which the post holder is responsible, and to respond to/deal with weak/poor performance in accordance with corporate procedures.
- To support the development, monitoring, review and promote a performance management framework for the Financial Admin Modules Operations Team.
- To ensure that processes and procedures that are in place within the Financial Admin Modules Operations team are always maintained providing effective financial control and probity in accordance with Authority's policies.
- To develop and promote a culture of continuous quality improvement throughout the Financial Admin Modules Operations Team.
- To respond in a timely and effective manner to service related complaints in accordance with local and corporate targets and protocols.

### ***Managing Self***

- To be responsible for own self development on a continuous basis and for developing and maintaining a substantial body of up-to-date knowledge of specialist area and a detailed generalist knowledge across a wide spectrum of related fields.

#### **4. Key Stakeholders and reporting lines**

- Reports To – IProc/AP/AR Systems Management Officer
- Responsible Over – I Procurement Assistant, Project & Performance Officer, Quality & Assurance Officers



<b>JOB TITLE</b> Financial Admin Module Operations Officer		<b>GRADE</b> G8
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> <i>refer to corporate behaviours document</i>		
<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.	I	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.	A/I	3
<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/I	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/I	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. -	I	3
<b>Abilities/Skills:</b> <i>(refer to JE guidance document)</i>		
Good level of interpersonal skills and proven ability to communicate at all levels with both internal and external customers.	A/I	3
Good appreciation of wider local government issues and relevant local and national issues.	A/I	3
Able to show knowledge and understanding of Health and Safety issues.	I	1
Able to show an understanding of the principles of race, gender, disability and equality issues in a practical day to day context.	I	2
<b>Knowledge/Experience:</b> <i>specify type, level and qualitative (not quantitative required); if any.</i>		
Evidence of continuous professional development	A/I	3

Substantial experience of integrated Enterprise Resource Systems (comprising Financial and Procurement data)	A/I	3
Experience in reviewing financial systems processes, identifying and developing improvements and implementing new ways of working	A/I	3
Proven experience in the production of training materials, procedures, quick reference guides on ERP systems and processes.	A/I	3
Experience of validating and the maintenance of system transactions and dealing with matters relating to non-compliance of processes and procedures	A/I	3
Experience of managing and prioritising own and team resources and workloads.	A/I	3
Experience of working within a performance management framework, including meeting performance targets when under pressure.	A/I	2
Experience in collating, analysing, reconciling and monitoring information reports to ensure financial integrity including audit and National Fraud Initiative	A/I	3
Experience of effective training and development of staff to meet the needs of the service.	A/I	2
Experience of managing and providing a customer focussed service.	A/I	3
Experience of Leading on audit matters	A/I	3
Understanding the requirements of change management	A/I	2
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
A willingness to study NVQ level 4 or equivalent in Business Finance/Management	A/I	3
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality in handling data	I	3
<b>Prepared by:</b>	Jane Hanslip	<b>Date:</b> February 2022