

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

Standard Template

<b>JOB TITLE:</b>	Financial Systems Officer		
<b>GRADE:</b>	G8	<b>SERVICE AREA:</b>	Finance
<b>JOB CODE:</b>	CG07FINAG8		
<b>REPORTS TO:</b>	Lead Accountant	<b>LOCATION:</b>	Civic Centre & Home
<b>SPECIAL CONDITIONS:</b>	<p>That in booking leave, regard is had to prevailing and ongoing workloads and deadlines and leave arrangements of key co-workers to ensure adequate team cover.</p> <p>Occasional working outside normal office hours (e.g. meeting attendance, training, workloads etc.)</p>		

## 1. Main purpose of the job role:

- To act at all times with respect, integrity and professionalism ensuring customer needs are met and services are delivered right, fast and simple
- To be personally responsible for delivering a value for money first class finance service in line with corporate priorities, aims and objectives
- To ensure all personal deadlines and workloads are actively prioritised, managed and delivered
- To support all officers with the service to deliver shared priorities and deadlines to ensure a consistent customer focussed service
- To actively ensure service improvements, change management and process developments are implemented
- To deputise in the absence of, or in place of the Senior Financial Administration and Support Officer where necessary
- To ensure adequate staff cover to ensure maintenance of an effective finance service both within the team and across the finance service where appropriate
- To work at all times in accordance with Financial Contract Rules

## 2. Role specific duties and accountabilities:

- 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 ensure the accuracy and validity of financial data within Oracle and other systems in liaison with council colleagues to maintain the validity of corporate systems, and the corresponding data and information within them.
- Support an integrated approach by working across the service as required.
- Responsible for dealing effectively and proactively with customer comments, enquiries and complaints.
- Support senior managers in the implementation of corporate initiatives.
- To carry out system administration duties with the Oracle E-Business suite and other finance systems to provide a controlled trouble free access to all legitimate system users. To actively be involved in and support the production and effectively delivery of:
  - Final accounts and external audit liaison.

- Support to managers with their budget monitoring and forecasting processes. ie through the maintenance and development of finance systems.
- Input into Use of Resources, 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.
- Treasury management policies and strategy.
- LIST IS NOT EXHAUSTIVE
- To attend and actively participate in meetings as a representative of finance.
- 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 support the council to achieve value for money in all activities.
- To ensure appropriate internal controls are established and working to meet s151 officer responsibilities.
- To provide support to all internal and external audits ensuring compliance with all recommendations.
- To ensure the robustness and integrity of the Oracle EBS in particularly the GL is maintained.
- To provide ongoing financial systems support and advice in the correct use and application of Oracle E-Business suite and other finance systems. This involves and requires reference to legislation and codes of practice to ensure that a standardised business approach is maintained. E.g. Local Audit and Accountability Act 2014 , CIPFA Code of Accounting Practice.
- Development and control of financial reporting including the use of complex computer programming e.g. SQL.
- To manage the work activities of team members relating to the maintenance and development of financial systems this includes advising and checking standards of adherence.
- Any other duties commensurate with the grade required to deliver and develop the service as it supports the council's vision, aims and objectives.

### **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 postholder 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.
- This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers

<b>JOB TITLE Financial Systems Officer</b>		<b>GRADE 8</b>
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.	A/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.	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/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.	A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Proven ability in revenue and capital accounting	A/I	3
Proven ability in financial systems	A/I	3
Proven ability to communicate at all levels	A/I	2
Proven ability to negotiate and implement new ways of working	A/I	2
Ability to identify, develop and review areas for improvement	A/I	2
Experience in the ability to analyse and interpret information within reports	A/I	3
Able to show a flexible approach to working	A/I	3
Proven ability in prioritising and managing own workloads	A/I	3
Ability to demonstrate effective delivery of training	A/I	2
Experience of providing a customer focussed service	A/I	3
Knowledge and experience of financial issues relating to local government	A/I	2
Practical understanding of operating in a political environment	A/I	2
Understanding the requirements of change management	A/I	2
Knowledge and experience of project management	A/I	2
Computer literate including experience of using Microsoft Office Software and Oracle	A/I	3
Able to show knowledge and understanding of Health and Safety issues	I	2
Able to show understanding of race, gender, disability and equality issues	I	2
Able to demonstrate high technical ability to ensure professional standards of working and codes of practice are understood and adhered to	A/I	3
Practical understanding of application of risk management	A/I	2

<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Must have experience of working in a financial systems environment.	A/I	3
<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.		
Member of AAT and active participant in CPD or in possession of equivalent finance related NVQ level 4 qualification or degree level graduate or equivalent experience.	A	
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	3
Awareness of, and commitment to, confidentiality and handling data	I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post		
<b>Prepared by:</b>	Chris Holmes	<b>Date:</b> 09/02/22