



ROLE PROFILE

Role Title: Finance Assistant

Service: Finance, Procurement and Commercial Services,
Finance

Directorate: Transformation and Resources

Accountable to: Principal Finance Business Partner

Grade: Scale 4

Car Category: None

Purpose of role

- To provide professional, flexible and resilient financial assistance to the Principal Finance Business Partner and to the Finance Business Partners
- To provide efficient and effective financial administration as directed and to maintain management information systems relating to the services being supported.

Key Objectives

1	To provide professional, flexible and resilient financial assistance to the Principal Finance Business Partner and to the Finance Business Partners
2	To provide efficient and effective financial administration as directed and to maintain management information systems relating to the services being supported including leasehold properties and service charges.
3	To respond to telephone, written enquiries and electronically delivered queries ensuring that the appropriate information, support and advice is provided.



4	To support the team/ service assigned to with the utmost professionalism and with a willingness to learn new processes and systems.
5	To ensure the accurate maintenance of designated management information and control systems.
6	To liaise with external agencies and individuals and other service providers within the Council as necessary
7	When required, to process purchase orders / invoices / recharges promptly and in accordance with any Council contractual requirements.
8	To collate data as directed, ensuring the accurate input and maintenance of designated management information systems
9	To provide written reports and statistical information in an agreed format
10	To assist in working towards service performance indicators as stated within the service performance plan



Scope

The post holder works as part of the centralised Finance team and provides assistance to the Principal Finance Business Partner and to the Finance Business Partners and to services across the Council. They will have contact with teams, service managers and senior officers from across the organisation, answering queries in a professional manner.

Work Profile

1. Strategy

The post holder is a member of the Finance team and as such, will contribute to the delivery of the team's objectives which support the delivery of the wider Corporate Plan.

2. Performance

The post holder will be responsible for the successful delivery of the tasks that they have been allocated and to contribute to the overall performance of the wider team.

3. Service Quality

The post holder will assist in maintaining service quality to internal customers, through the effective delivery of their allocated tasks.

4. Resource Management

The post holder does not have any line management or budgetary responsibilities.

The post holder will ensure the appropriate use of vehicles, equipment and personal protective equipment provided to them in order to undertake their own role.

5. Supervision and Management

The post holder does not have any line management or budgetary responsibilities.





6. Culture

The post holder will support the development of a positive organisational culture that is outward looking, evidence based and customer focused.

The post holder will promote equality of opportunity in the delivery of the duties of the role.

7. Communications

The post holder will be expected to communicate professionally and effectively with those contacting the finance service or the team that the post holder is supporting

8. Main Contacts Associated with Principal Duties

The main day to day contacts for the post holder will be their immediate team, service and team managers and individual employees. They may also handle calls and written contact from other parties and external individuals and organisations.

9. Commitment

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Council operates a standard working week of 36 hours.

10. Risk Management

The post holder will identify any risks that they encounter during the execution of their role and report these to their line manager promptly.

11. Working conditions

The post is office-based but may involve travel to other Council sites to provide support for services.

12. Equal Opportunities

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.





13. Customer Focus:

To meet the Council's Standards of Customer Care at all times.

14. Core Tasks

To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

15. Health & Safety

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

16. Legislation

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

17. Training & Development

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

18. I.T.

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

19. Creativity

The post holder can contribute ideas relating to the tasks that they undertake, to their line manager for consideration.

20. Decisions and Consequences





The post holder will usually carry out allocated tasks and duties under the supervision of their line manager.

21. Work Context

The post holder works as part of the centralised Finance team and provides assistance to the Principal Finance Business Partner and to the Finance Business Partners and to services across the Council. They will have contact with teams, service managers and senior officers from across the organisation, answering queries in a professional manner.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

22. Physical Demands

The post is normally office-based, so no unusual physical demands have been identified.



PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
SKILLS AND KNOWLEDGE Technical knowledge and qualifications	Minimum qualification of GCSE English and Mathematics at grade C or above (or equivalent) Or equivalent comparable work experience or the successful completion of a West Lancs Apprenticeship placement and qualification in a related subject	X		A
	NVQ Level 2 in Business Administration		X	A
	Previous administrative experience in a busy finance office environment	X		A, I
	Experience of using Microsoft applications in particular Word, Excel and Outlook	X		A, I
	Experience of working with numerical data and/ or accounts	X		A, I
	Excellent ICT skills, including ability to use Word, Excel, Outlook and other packages as required	X		A, I
Planning and organising work	Excellent organisational skills	X		A, I
		X		A, I





	Excellent administration skills with a high level of attention to detail			
	Ability to prioritise own workload, work under pressure and meet multiple deadlines	X		A, I
	Ability to handle confidential information	X		A, I
Planning capacity and resources	N/A			
Influencing and interpersonal skills	Ability to communicate effectively both orally and in writing	X		A, I
	Customer care / good interpersonal skills	X		A, I
	Ability to work as part of a team with a flexible approach	X		A, I
PROBLEM-SOLVING	Enthusiastic and positive attitude	X		A, I
Using initiative to overcome problems	Able to contribute constructive ideas to the team	X		A, I
Managing risk	Able to identify and report any risks encountered during the execution of the role	X		A, I
Managing change	Able to handle change with a resilient and positive attitude	X		A, I
ACCOUNTABILITY and RESPONSIBILITY	Able to work well under supervision	X		A, I
Undertakes tasks without supervision				
Other	Commitment to Equality	X		A, I
	Commitment to Health & Safety	X		A, I
	Satisfactory Baseline Personnel Security Standard Check	X		Document Checks (includes Basic DBS)
	The ability to fulfil all spoken aspects of the role with confidence through the medium			



	of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English	X		A, I
	Driving licence and access to own transport, or equivalent mobility. Must be prepared to travel to work in any offices of the Council, and other offices as required	X		A, I

COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s Expected Behavioural Standards which include:

- **Putting customers first;**
- **Being positive and adaptable;**
- **Taking responsibility and achieving results;**
- **Working together.**

In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

- **Service delivery and change management;**
- **Financial and resource management;**
- **Leading, motivating and developing.**

Other information

- able to travel to meet service delivery requirements

Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date

