Role profile – Senior Finance Officer

- **Location:** Number One Riverside, Smith Street, Rochdale
- **Salary:** Grade 7 SCP 25-29, up to £41,177.
- **Annual Leave**: minimum 26 days holiday increasing with service
- **Benefits:**
  - Flexible working hours
  - CIPFA qualification training & support available
  - Parking Permits available
  - Discounted Gym membership
  - Local Government Pension Scheme
  - Staff Groups, including Gardening, Badminton & Crafting
  - Workplace Wellbeing initiatives
  - Lifestyle savings platform (Vivup)

Succeed at Rochdale

- **Support to thrive and develop your career**
- **Progression opportunities**
- **Culture of learning & development**
- **Ambitious plans for the future**
- **Wellbeing support**
- **Located at the Heart of Riverside surrounded by shops, cafes, bars & leisure facilities**
- **Fabulous public transport links**

Overview - duties

Key activities include:

- To support the Head of Service and Senior Accountant in delivering an efficient and effective finance service.
- Provide financial advice, guidance and training, including the preparation and analysis of accurate financial information for stakeholders across the council.
- Collaborate with services to ensure robust forecasting and understanding of significant cost factors.
- Contribute to Transformation initiatives and support change implementation.

Purpose - objectives

A key responsibility of the role is to ensure the delivery of accurate and robust financial information to support the Council's statutory and business critical financial functions including but not limited to; Budget Setting, Budget Monitoring and Closure of Accounts.

To ensure staff within Finance Services and other Services of the Council are suitably trained and equipped to fulfil their financial responsibilities through training, support and advice.

The role will be ideal for someone looking for a varied job role as no two days will be the same.

Person specification	Assessed via Application Form
Skills, Experience & Knowledge	
1. Hold AAT qualification or equivalent or relevant work experience.	5. Evidence of working in a financial and accounting environment in which you have taken a lead in an area of development
2. Have financial management experience within a large organisation with evidence of successful financial management, including preparation of budgets, budget monitoring, closure of accounts and completion of financial returns.	6. Ability to identify problems and develop solutions, making routine decisions with autonomy.
3. The ability to analyse and produce reliable and relevant financial information from the interrogation/use of computerized financial systems, along with developing/operating and managing complex spreadsheets	7. Experience of supervising / managing staff.
4. Experience of providing services to meet customer / stakeholder needs and expectations	
Values	
Pioneering, Passionate & Proud	What have you done that has made you feel proud in a previous work experience?

Person specification

The remainder of the person specification will be assessed at stage 2 of the recruitment process

Skills and experience	How assessed (A, I, P Assessment, Interview, Presentation)
1. Experience in providing services to a range of audiences which are driven by quality and are responsive to stakeholders needs.	I
2. Evidence of experience in interpreting complex information and providing support and guidance around such issues.	A/I
3. Ability to cope & manage processes through periods of continuous change, taking the initiative to drive service improvement, taking into account stakeholders' needs	I
4. Ensure continuous accuracy and reliability of the data contained within the financial general ledger throughout your day to day activities.	I
5. Knowledge / experience of management skills.	I
6. Evidence of involvement around the accurate completion of financial returns	I
7. Involvement or leading in developing new and improved systems and how this contributed to an improvement in service delivery	I
8. Evidence of how you have contributed to the development of a team plan	I

Knowledge	How assessed (A, I, P Assessment, Interview, Presentation)
9. High level of written and verbal communication skills and how these are applied across all stakeholders.	I
10. High ethical standards, acting with integrity, being reliable, trustworthy and leading by example	I
11. Ability to engage with stakeholders to build productive working relationships.	I
12. Ability to work in a pressurised environment, delivering priority work with accuracy and within timescales.	A/I
13. Ability to assist in the design and delivery of a course or presentation in a way that engages and motivates an audience	A/I