

Role profile – Finance Officer – Corporate

- **Location:** Number One Riverside, Rochdale
- **Salary:** Grade 5 £28,598 to £31,022 (prior to 2026/27 pay award)
- **Annual Leave:** minimum 25 days holiday increasing with service
- **Benefits:**

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| <ul style="list-style-type: none">• Flexible working hours• Parking available• Discounted Gym membership• Staff Groups, including Gardening, Menopause Café & Crafting | <ul style="list-style-type: none">• Local Government Pension Scheme• Finance qualification training & support available• 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**
- **Best Corporate Workplace in the UK**
- **Located at the Heart of Riverside surrounded by shops, cafes, bars & leisure facilities**
- **Fabulous public transport links**
- **A member of the Greater Manchester good employment charter**

Overview - duties

- Develop and sustain effective and appropriate relationships to facilitate staff and client satisfaction and achieve the objectives of Finance Services.
- To support the monthly budget monitoring process including maintenance of staffing establishments and produce accurate information from the development and maintenance of complex excel spreadsheets.
- To assist in the closure of accounts producing accruals, prepayments and maintaining reconciliations.
- To manage workload in conjunction with service requirements with a flexible approach.
- Deputise for the Senior Finance Officer as appropriate.

Purpose - objectives

- To support the delivery of accurate and robust financial information to support the Council's statutory and business critical financial functions, including Budget Setting, Budget Monitoring and Closure of Accounts
- To assist with the administration and control arrangements to ensure the Council's financial systems are effective and robust.
- To be an integral member of the Finance Service supporting the execution of statutory and business critical finance functions.
- To act as an ambassador for the Council and Service at all times and develop and maintain effective and professional relationships within the service and with partners to raise the profile of Finance Services.

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Person specification

Assessed via Application Form

Skills, Experience & Knowledge

1. 5 GCSE's or equivalent including Maths and English (Grade C and above or Grade 4 and above)

2. Have financial experience with evidence of successful financial management including budget monitoring, closure of accounts and completion of financial returns.

3. Evidence of providing support and guidance in respect of financial issues to other staff and providing services to support their needs and expectations.

4. Experience of extracting financial data to produce reliable, relevant information which is fit for purpose using complex spreadsheets.

5. Ability to work in a pressurised environment whilst prioritising workloads to meet challenging deadlines.

6. Evidence of your personal management skills around delivery of tasks and how these have contributed to the delivery of successful outcomes.

Value

Pioneering, Passionate & Proud

What have you done that has made you feel proud in previous work experiences?

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Person specification



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

Skills and experience

1. Experience in analysing computerised financial data and producing reliable, relevant financial information which is fit for purpose using complex spreadsheets
2. Experience and involvement around the accurate completion of budget setting, budget monitoring statements, final accounts or financial returns.
3. Demonstrate your self-motivation, drive and continuous improvement and your ability to work through periods of continuous change.
4. Ability to engage with team members and customers to build productive working relationships.
5. Ability to identify problems and develop solutions to the appropriate area of work and making routine decisions with autonomy.
6. Evidence of your ability to work in a pressurised environment, delivering priority work with accuracy and within timescales.
7. To fully embrace agile working appropriate to the post and act in accordance with Council Policies and Procedures.

How assessed (A, I, P Assessment, Interview, Presentation)

A & I

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A & I

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Knowledge

8. Demonstrate that you have high ethical standards, which you act with integrity, are reliable and trustworthy and lead by example.

How assessed (A, I, P Assessment, Interview, Presentation)

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