**Job Description and Person Specification Profile**

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| **Job Title**  | Finance Officer |
| **Job ID** | A33 |
| **Service** | Financial Management |
| **Grade** | F |
| **Reporting to** | Senior Finance Officer or Finance Manager |

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| **The Role** |
| This role will contribute to the provision of an efficient, effective and comprehensive financial management service to the Council, its partners and external clients. The role will support the Council plan and delivery of service outcomes by providing financial planning advice and corporate finance functions. You will need financial expertise to provide high quality, timely and accurate financial information, alongside provision of advice and guidance, which will contribute to the effectiveness of the organisational decision-making process.**Main Duties and Responsibilities include:*** To contribute to the provision of financial management, technical and business planning advice, training and support within the appropriate areas of responsibilities to Elected Members, management, partners, internal and external clients.
* To contribute to the reporting of financial management and business data within corporate governance and specific client requirements.
* To proactively assist managers in client service areas/schools to discharge their responsibilities for financial management and achieving performance targets within the parameters of the financial procedure rules, proper accounting practice and legislation.
* To be personally responsible for taking all necessary steps to fully understand the business needs of the designated client services to enable the provision of professional assistance to service management and realise value for money and service improvement.
* To develop and maintain excellent working relationships with clients.
* To ensure finance, performance and business data is reported within corporate governance and specific client requirements.
* To take, or advise management to take, and/or direct the team to take corrective action on any matter that would affect the integrity of financial data or the Council’s financial performance. To immediately advise the Finance Business Partner and/or Assistant Director Of Finance and Director Of Resources on any issue that could affect the discharge of the statutory duties of the S151 Officer.
* To attend client management team meetings as appropriate.
* To support the coordination of revenue budget, medium term financial strategy, service plans and annual accounts in accordance with stringent timescales and processes for the whole of the Council and at other times as required by clients.
* In conjunction with client management, to manage the monitoring of budgets on a regular basis indicating any variations to the client and senior finance management and advise on appropriate remedial action.
* To support and participate in service transformation, improvement and efficiency projects. To support the preparation and delivery of efficiency and savings plans for service clients which support corporate long term financial planning including financial modelling and appraisal of options.
* To contribute to improvement and efficiency projects. To contribute to the preparation and delivery of efficiency and savings plans for clients which support corporate long term financial planning including the modelling of costs for various options
* To contribute towards innovative and sustainable opportunities to deliver efficiency saving allocations for the financial management and client services
* To contribute towards appropriate benchmarking requirements within the financial management and client services. To contribute to activity based cost analysis requirements as appropriate.
* To contribute to the appraisal and evaluation of additional funding stream opportunities for the financial management service and clients
* To contribute to opportunities to develop the use of corporate and service specific systems to support improved and efficient ways of working which add value to financial management and client services.
* To contribute to the business planning and risk management strategies of financial management and client services
* To contribute to the performance management, quality assurance and continual improvement of the financial management service delivered to clients

 * To contribute to the evaluation and promotion of innovative marketing opportunities for the financial management service and clients
* To deputise for the Senior Finance Officer or Finance Manager as appropriate.
* To supervise, mentor staff members of the team to ensure continuous service improvement.
* To manage the day to day work priorities and deadlines.
* To undertake continual professional development.
* The postholder will be subject to rotation across financial management service teams on the same pay grade, as required.
* To be flexible to work at any administrative site within the borough as required.
* To respond to enquiries and requests for information and advice from both internal and external customers in a professional and efficient manner.
* To carry out such other duties as reasonably correspond with the general character of the post and that are commensurate with the level of responsibility.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.  |

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| **About You** |
| **Your essential qualifications*** 5 GCSE’s (Grade A-C or 9-4) including Mathematics and English Language or equivalent

**Your essential skills, knowledge and experience*** Finance experience within an Accountancy/Finance Office or Financial environment
* Demonstrable experience of use of IT applications including Microsoft Applications
* Self-motivated, with the ability to work without direct supervision
* Good level of organisational skills, with the ability to manage a multi-priority workload
* Ability to achieve deadlines and work under pressure
* Analytical skills to review and apply data to support decision making, recommendations on working practices, problem-solving focusing on practical solutions and service improvement
* The ability to make and maintain positive working relationships with team members, managers, client’s also both internal and external partners
* Demonstrate commitment to, and focus on, quality, practices and promotes professional high standards
* Effective oral and written communication skills with a confident and credible professional style
* Value diversity and difference, operates with integrity and openness Promote equality of opportunity and good working relationships in employment and service delivery
* A willingness to be flexible to reflect our generic approach to providing a financial management service to our customers

**If you have the following experience or qualifications – then that’s great!*** AAT Qualification and Membership
* Experience of budget preparation, closure of accounts or financial management
* Experience of Financial Ledger packages to deliver finance services
* Ability to provide sound financial advice and guidance service managers and schools
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**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

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| **What can you expect from us?*** A fair salary and benefits
* Opportunities for good health and wellbeing
* Help you to grow, develop and to do your best
* Enable you to be creative and innovative
* Fully involve you in changes that affect you and your work
* Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside** |

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

