

Hertfordshire County Council

Job Outline



JOB TITLE: Finance Assistant
GRADE: H3 – H4 (Herts Finance Career Grade Scheme)
REPORTS TO: Finance Officer Brokerage Support Team
TEAM: Children’s Service – Specialist Services
DEPARTMENT: Brokerage Support Team

This is a children’s service post which sits within the Specialist Service portfolio under the Joint Commissioning CYP group.

Purpose of the Job

To support the delivery of effective and timely Finance Business Partner services in accordance with the specification and service standards set out in the Herts Finance Service Level Agreement.

Main Areas of Responsibility

To deliver financial support and administrative tasks and to reconcile financial information accurately and efficiently within the team are required.

To support the accurate and timely processing and recording of financial data and maintenance of financial records.

To support the administration and reconciliation of an Imprest account

To support payments via BACS transfer, purchasing card and invoicing

To liaise and work closely with finance colleagues across the Herts

Finance Service to help develop best practice and to support the delivery of the brokerage service to enable service budget managers to meet their service delivery targets and business plans.

To support the wider development of the team's understanding and delivery of the Council's equalities and diversity agenda.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

Skills

You will be a highly numerate individual who will ensure absolute accuracy in all work undertaken. You will take a pro-active approach to adhering to processes and providing excellent customer service as well as working effectively as part of a team.

You will have effective communication skills, both orally and in writing, as well as the drive to ensure that all work is carried out concisely and to a high standard.

Qualifications

Good standard of education and evidence of substantial relevant education, training or equivalent as an adult.

Experience

Although there are no specific qualifications required for these roles previous experience in dealing with payments by BACS, Imprest, purchasing card and invoicing would also be beneficial. Relevant experience of using financial systems and Microsoft excel are essential.