

Role Profile

Part A - Grade & Structure Information

Job Family Code	9BF	Role Title	Senior Finance Officer (Financial Accounting) / Senior Finance Officer (Treasury) / Senior Finance Officer (Taxation)/ Senior Finance Officer (Systems)
Grade	PS9 SS10 SO1/2	Reports to (role title)	Principal Accountant
		Directorate	Orbis
JE Band	314-370	Service	Finance
		Team	Finance Centres of Expertise
		Date Role Profile was created	May-18

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To assist in the provision of corporate financial services including financial information and reporting, engaging and communicating effectively with key stakeholders. They will provide day to day finance activity and professional advice and support.</p> <p>To assist the service to develop corporate financial strategies and work collaboratively with members and services across organisations. They will be required to provide information and briefings for senior management and elected members as required but will not normally be required to attend meetings with them. They will however be required to develop and maintain good working relationships with corporate budget managers, external auditors and partners including attendance at meetings, project and working groups, and providing financial advice and effective challenge throughout the annual financial cycle.</p> <p>The Senior Finance Officer role is a senior 'technical' accountant role requiring considerable experience of financial management, governance, processes, systems and controls. Typically, the role will assist and support:</p> <ul style="list-style-type: none"> - development and management of relevant financial systems, processes, policies, controls and accounting records and ensure these systems and/or records are accurate, up to date and properly reconciled and reviewed; - collation, interpretation and presentation of financial data to inform financial monitoring and reporting, government and statutory returns, business cases, service restructuring, treasury management dealing and reporting, budget preparation and closure/production of accounts; - first level business partner support and day-to-day customer contact and advice; - development and delivery of a wide range of training offers for all aspects of treasury, taxation and financial accounting, management and control. <p>To actively engage in the future development of Orbis Finance to ensure continued delivery of a professional service. The role may involve a range of finance service responsibilities including:</p> <ul style="list-style-type: none"> - Financial Accounting and Systems - Treasury management - Taxation
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Work Context	<p>The role exists in the context of Orbis, the business services partnership between Surrey County Council (SCC), East Sussex County Council (ESCC) and Brighton & Hove City Council (BHCC).</p> <p>Finance provides financial support, advice and training across the councils including supporting the development of financial strategies, medium term financial plans and budgets. The Centres of Expertise provide technical knowledge and support on specific areas of financial accounting and systems, treasury management, taxation, insurance and risk management. These are complex, high risk and high impact corporate financial functions with scope for significant financial and/or reputational impact for the authority.</p> <p>This post forms part of the Centres of Expertise integration which will work across all three partners.</p> <p>The post holder will have knowledge of business and financial matters relating to their specific area of work. They will support the delivery of services in accordance with legislation and professional guidelines.</p> <p>Specifically, as experienced technical accountants, Senior Finance Officers' roles in Finance are the layer that:</p> <p>Ensures that financial data and systems are maintained, reconciled and interpreted on behalf of corporate budget holders;</p> <p>Assists in developing and maintaining processes for the capture, collation, analysis and interpretation of financial data to help corporate budget holders and the S151 Officer understand financial implications of trends, spending, financing and investment decisions and other financial transactions and/or comply with local and statutory reporting requirements and controls;</p> <p>Deals professionally with both internal and external customers/auditors regarding complex technical accounting, system or financial matters and procedures and decides when to involve their line manager.</p> <p>Handles day-to-day transactions, dealing and enquiries as a first line customer contact point requiring problem solving skills and knowledge, and a wider understanding of corporate and professional regulatory and governance frameworks in order to identify where escalation is required; Specific tasks such as closedown or strategy development often require sustained effort over a number of months, often under considerable pressure, while continuing to provide usual advisory and technical services.</p> <p>Has the necessary interpersonal skills to develop good working relations with corporate budget holders and senior managers to be able to assist them in improving financial performance, value for money and strategic outcomes. This requires officers with high professional standards who will need to employ a combination of assertiveness, tact, diplomacy, political awareness and the ability to communicate complex financial information to non-financial managers.</p> <p>Being comfortable in representing the finance function in meetings, providing advice, delivering formal training and in supporting senior managers, corporate budget holders and working groups. This will not normally be at member, director/chief officer/deputy level.</p> <p>Scope for Impact: Delivery failure and/or inaccuracy in respect of financial advice or interpretation of data could result in incorrect decisions at a service or corporate levels resulting in potential loss of income, overspending, loss of system or financial control and consequently, potential failure to deliver front-line service aims and objectives.</p> <p>Delivery failure in respect of technical accounting services including maintenance, reconciliation and control of data, systems and records and associated production of financial information could result in error or undetected fraud which in turn may result in financial loss for the council or financial hardship for the council's customers and subsequent reputational impact.</p>
Line management responsibility if applicable	May be required to provide assistance and support to other Orbis Finance staff.
Budget responsibility if applicable	No direct budget responsibility but part of a team that provides finance services relating to budgets up to £300million.

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. <p>Customer Service & Support</p> <ul style="list-style-type: none"> • Maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency and compliance. • Provide specialist/professional advice and recommendations within specific parameters to support informed decision making. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan workloads and secure resources to enable the team/s to achieve a quality service. • Lead projects and reviews within a defined area of work as directed by their manager to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • May assist with budget/resource management in accordance with the council policies and procedures. • May have delegated responsibility for a budget(s). <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. <p>People Management</p> <ul style="list-style-type: none"> • May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. <p>And/Or</p> <ul style="list-style-type: none"> • Operate as an individual responsible for the delivery of a high level/complex service. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. • Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines such as HR, finance, law, marketing, communications. • Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles). • Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Ability to work on own initiative, with solution focused problem solving skills. • Ability to manage a range of projects through to completion. • Previous practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Previous management experience including staff supervision, development and organisational skills (where appropriate).
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<ul style="list-style-type: none"> • Recognised accountancy qualification (AAT), relevant qualification or equivalent level of experience. • Knowledge and understanding of relevant public sector finance best practice.

Role Summary	<p>Roles at this level are often professionally qualified roles, specialists, or project officers providing advice and support to their customers, or lead and manage the work of larger teams. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will have a fair degree of autonomy and work closely with customers, staff, partners, third parties agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and in improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems.</p>
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