

Finance Information Officer

Grade 6

About the Service

The Accountancy Division: provides a range of services to the county council with the aim of providing strategic financial advice, securing stewardship, supporting effective decision making and enabling effective financial management

The Accounting (financial information) Service: is responsible to enable insight and stewardship through provision of complete and reliable financial information

Reporting Relationships

Responsible to: Accountant

Responsible for: N/A

Key Accountabilities:

1. Assist in maintaining financial system processes, coding hierarchies and control arrangements to provide accurate budget records.
2. Monitor the integrity of budget records to ensure accurate reporting of spending to Corporate Finance and Decision Making Support Business Partners.
3. Produce regular budget reports for Decision Making Support Finance Business Partners to monitor spending with services.
4. Prepare budget estimates (using simple tools, e.g. salary modeler) to support Corporate Finance and Decision Making Support Partners in agreeing future allocations; budget monitoring and closure of accounts.

5. Provide end of year reports and creditor schedules to enable corporate Finance and Decision Making Support Finance Business Partners to complete closure of accounts.
6. Process transactions in the authority's financial system.
7. Liaise with Decision Making Support and Corporate Finance to resolve simple queries in relation to financial matters.
8. Record capital acquisitions, disposals and depreciation; process overhead allocations and internal recharges to ensure accurate accounts.
9. Process accruals, prepayments, advances, transfers to/from reserves and provisions etc.
10. Undertake other duties appropriate to this role as directed.

Person Specification

Qualifications/Professional membership

- AAT Member or relevant experience

Knowledge and Experience

- Experience working in a financial services environment.
- Sound knowledge of relevant financial systems.
- Experience of processing transactions in the authority's financial system (or similar).
- Experience of producing accurate financial statements and other financial information.
- Understanding of financial system processes, coding hierarchies and control arrangements.
- Understanding of the concepts of asset depreciation, overheads and internal recharges.

Skills

- Good numeracy and literacy skills.
- Good keyboard skills.
- Demonstrate ability to retrieve and manipulate financial information for the production of statistics and reports.
- Demonstrate effective use of spreadsheets and word processing skills.
- Able to communicate effectively with colleagues across disciplines.
- Able to work flexibly and creatively to meet changing priorities.
- Personal commitment to the development of high standards of service.

This post is designated as a Casual Car user

**The content of this Job Description and Person Specification
will be reviewed on a regular basis.**