

Role Profile

Job Title	Data and Finance Officer
Location:	Colindale/Hybrid
Directorate:	Assurance
Service:	Assurance and Business Development
Grade:	Grade F
Salary Range:	£34,488 - £36,585
Reports to:	Customer and Business Development Manager

1. Job Purpose:

To provide exceptional financial administration support in relation to all financial and budget management processes.

To provide system administration support for case and data management systems.

To support delivery of the highest quality compliance, improvement, and business support function.

To support provision of outstanding customer and operational support for Community Safety and Protection services.

2. Key accountabilities:

- Provide financial administration support, including setting up suppliers, raising purchase orders, goods receipting, forecasting, and providing relevant information for financial planning and management purposes.
- Deal effectively with all invoicing and payment enquiries ensuring correct procedures are followed and payments are efficiently processed.
- Monitor accuracy of financial data and assist with the reconciliation of accounting systems for the Assurance Directorate.
- Provide system administration support in relation to case and information management systems, ensuring they are fully utilised, continue to meet the requirements of services, and remain compliant.
- Maintain spreadsheets, databases and business systems, and produce statistical/financial reports to support Budget Holders with budget setting and monitoring.

- Provide contract management support to ensure contracts are managed in accordance with the council's procurement and contract management standards and continue to deliver optimum value.
- Provide administrative support in relation to effective project delivery.
- Routinely monitor shared mailboxes and action and respond to enquiries and requests in a timely manner.
- Support development of business plans and delivery of priorities, including forward planning activities.
- Provide operational support in relation to improvement initiatives, audits, and implementation of action plans.
- Implement and review new and revised operational systems and processes.
- Support a culture that drives continuous improvement, efficiency, effectiveness and customer satisfaction.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Deliver service priorities and personal objectives with optimum efficiency and effectiveness, contributing to the Assurance Group's strategic aims.
- Assist with and provide backup cover for other key functions of the Customer and Business Development service.
- A degree of flexibility is needed to deliver the service effectively, and the post holder may be required to perform work not specifically referred to above and which is on occasion outside of normal working hours and/or at locations that differ from the primary place of work. Such duties, however, will fall within the scope of the post.
- This job description is not exhaustive and may change as the post or the needs of the Council may vary over time. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation between the post holder and their manager and, if necessary, further job evaluation.

3. Financial Responsibilities:

- Good financial awareness to assist budget managers in ensuring financial processes are followed and targets are met, including timely and accurate processing of invoices and payments.

4. Staff Responsibilities

- No line management responsibilities.

5. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements.
- Complete mandatory health and safety training.
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing.

6. Promotion of Corporate Values

- To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

7. Flexibility

- In order to deliver the service effectively, a degree of flexibility is needed, and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

8. The Council's Commitment to Equality

- To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

Person Specification

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Level 3 English and numeracy qualification (A Level or equivalent) or equivalent experience	Essential	Application/ Interview
Level 3 or above qualification in administration, business management, communication, customer relations and/or equivalent experience in a related business environment	Desirable	Application/ Interview
Experience & Knowledge		
Knowledge and experience of financial processes and financial systems	Essential	Application/ Interview
Proven experience of using and maintaining databases for finance, caseload management, data collection and reporting purposes	Essential	Application/ Interview
Knowledge and experience of delivering high quality customer service, and operations and business support	Essential	Application/ Interview
Experience of managing a varied workload and competing priorities, responding effectively to the needs of all stakeholders	Essential	Application/ Interview
Experience of working within a local authority or in a similar organisation/environment, or understanding of local authorities and the context in which they operate	Desirable	Application/ Interview
Skill & Ability		
Ability to accurately record data using specialist information management systems	Essential	Application/ Interview
Excellent verbal and written communication skills	Essential	Application/ Interview

Ability to analyse complex information and articulate it with clarity	Essential	Application/ Interview
Innovative approach to work, with proven ability to identify and implement improvements	Essential	Application/ Interview
Ability to produce and present reports	Essential	Application/ Interview
Excellent interpersonal, negotiating and influencing skills	Essential	Application/ Interview
Ability to deliver high quality, accurate and timely work with minimum supervision	Essential	Application/ Interview
Ability to handle confidential/sensitive information in an appropriate and secure manner	Essential	Application/ Interview
Highly competent user of Office365 (specifically MS Teams, Word, Excel, PowerPoint, Outlook etc).	Essential	Application/ Interview
Ability to work effectively in a political environment developing positive relationships with colleagues, senior managers, external partners and Members in a way that establishes confidence, credibility and trust	Essential	Application/ Interview
Demonstrates a high level of personal drive and energy	Essential	Application/ Interview
Adaptable, has a flexible attitude, and shows initiative	Essential	Application/ Interview
Ability to use relevant project management principles and tools to scope, plan, monitor and report.	Desirable	Application/ Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and	Essential	Application/Interview

learning and support others with their learning and development where I can		
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview