

Role Profile

Job Title:	Finance Officer (Non-Accounting) – Lvl 1
Location:	Colindale
Department:	Finance
Directorate:	Resources
Grade:	F
Type of Working:	Hybrid
Reports to:	Assistant Finance Manager/ Finance Officer Lvl 2

1. Job Purpose:

- As a finance officer you will be responsible for the administration of financial processes and support systems, providing support to service areas and management on accounts receivable/payable in relation to technical, operational and financial management matters.
- In support of finance managers, this role is integral to enabling transparency and efficiency in all transactions.
- Through the pursuit of some of your duties you may be required to deal directly with our residents and businesses, rendering you an ambassador not only for the service, but for the Council as a whole.

2. Key accountabilities:

Strategic Awareness

- Contribute towards the development and implementation of the Council's financial strategy
- Work closely with all stakeholders to ensure best use of limited financial resources, providing support where needed
- Identify financial risks and opportunities as and when they arise, inform finance managers and collectively consider options to mitigate risks or exploit opportunities

Transaction Support

- Produce reports from Integra and other peripheral systems to support in-year monitoring, year-end and statutory reporting
- Prepare audit working papers for assigned areas and ensure these comply with audit requirements
- Produce good quality and fully supported corporate reconciliations for assigned area (which may include bank reconciliation, debtors, reserves, Collection Fund, Trial Balance, grant income and recharges)

- Undertake general finance and administration tasks including maintaining shared folders, intranet pages, filing bank statements, raising POs, cheques and manual payments
- Support senior managers in collating information in response to FOI, Public Inspection and ad hoc queries
- Assist in the preparation of research and reports, under the supervision of a finance manager or supervisor
- Undertake a regular review of unallocated income posting to assess if any income can be allocated to the correct cost centre
- Ensure efficient and secure collection of funds

Office Support

- Ensure financial operating procedures are kept up to date and any changes approved by the relevant senior manager
- Ensure the maintenance of key team administrative documents, such as timetables for budget setting and closing, and annual leave documents
- Assist in designing and developing effective procedures, systems and processes to ensure the efficient running of the finance service

Customer Focus

- Effectively deal with customer enquiries via telephone, letter, e-mail and face to face. You may also be required to assist in some home visits and at court or tribunals
- Develop excellent stakeholder relations with other officers across the Council and other stakeholders
- Provide professional and timely customer service
- Liaise with other sections or services to ensure complete and accurate customer information is maintained

Compliance

- Assist with audits, fact checks, and resolving discrepancies
- Support an effective system of financial controls across the organisation
- Undertake regular compliance monitoring exercises in assigned areas to ensure impact on year-end is minimised, including clearance of orders and goods receipted items awaiting invoice matching, storage of journal supporting documents, code naming conventions, trial balance errors and unallocated income
- Report any potential fraud and to provide input on minimising the risk of fraud.
- Champion compliance with financial regulations and other appropriate control frameworks and take action as appropriate to establish and correct breaches.

Change and Improvement

- Assist in the development, implementation and review of change management programmes to deliver continuous improvement
- Proactively seek and identify commercial opportunities that generate income and provide innovative solutions to service delivery challenges
- Proactively seek and contribute towards implement internal process improvements
- Support opportunities for council-wide transformation and alternative service delivery models
- Contribute towards a new digital culture within the service by embracing technology in every-day activities and actively seeking digital improvement opportunities in support of a service-wide digital strategy

3. Financial Responsibilities:

Indirect responsibility for managing the Council's gross expenditure of approximately £982m shared with all members of the service

4. 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

5. 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

6. 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.

7. 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		
CCAB (preferably CIPFA), CIMA, CFA, ACT foundations stage (stage 1) completed or equivalent	Desirable	Application
5 or more GCSEs, including Maths and English at grade C	Essential	Application
Pass A-levels or NVQ Levels 2 or 3, preferred subjects are Business, Finance, Admin and Management	Essential	Application
Equivalent experience in similar role	Essential	Application
Experience & Knowledge		
Knowledge of the major issues facing local government	Desirable	Application/Interview
Reasonable interpersonal and communication and presentation skills, with proven ability to communicate effectively to a wide range of audiences both horizontally and vertically, financial and non-financial	Essential	Application/Interview
Knowledge of basic accounting principles and work in accordance with relevant rules and procedures	Essential	Application/Interview
Is aware of and complies with standards of financial control	Essential	Application/Interview
Is able to explain financial control issues and related responsibilities to other members of staff	Essential	Application/Interview
Can identify issues and resolve queries	Essential	Application/Interview

Experience of working effectively in an area with competing demands and tight time-scales.	Essential	Application/Interview
Provides data for report in a clear, understandable and appropriate format for use	Desirable	Application/Interview
Able to manipulate complex data to demonstrate trends and correlations.	Desirable	Application/Interview
Can extract and manipulate complex financial information to demonstrate trends / correlations	Desirable	Application/Interview
Skill & Ability		
Ability to think critically, apply innovative and creative thinking to address complex service challenges	Desirable	Application/Interview
Committed to corporate and collegiate working across the service	Essential	Application/Interview
Well-developed IT skills (MS Office suite, financial systems, data visualisation tools (e.g., Power BI, Tableau))	Essential	Application/Interview
Resilience, not easily deterred in the face of challenges	Essential	Application/Interview
Demonstrate the ability to communicate, both written and oral, financial issues to both financial and non-financial managers, senior officers and external organisations	Essential	Application/Interview
Ability to clearly communicate with and influence staff members and external stakeholders	Essential	Application/Interview
Ability to develop effective relationships with internal and external partners	Essential	Application/Interview
Strong interpersonal skills and able to challenge, support, influence and engage stakeholders	Essential	Application/Interview
Champions a culture that values equality and diversity, and ensures these are built into the delivery of services	Essential	Application/Interview
Demonstrates a high level of personal drive and energy that sets an example to others	Essential	Application/Interview
Fosters a dynamic, achievement orientated culture	Essential	Application/Interview
Lead the organisation in regard to all financial matters	Desirable	Application/Interview

Actively participates in a culture of continuous improvement and responsiveness to change	Essential	Application/Interview
Promotes a vision for the future that inspires others	Desirable	Application/Interview
Strives towards continuous personal and professional development	Essential	Application/Interview
Works collaboratively with peers and stakeholders	Essential	Application/Interview
Creates a positive team spirit where team members work together to achieve shared goals	Essential	Application/Interview
Constructively uses conflict as an opportunity to generate innovative solutions	Desirable	Application/Interview
Identifies opportunities for co-operation and interdependency across groups and delivery units	Desirable	Application/Interview
A solid understanding of the relevant legal, commercial, political, operational and social community aspects of a similar diverse and complex environment	Essential	Application/Interview
Practical evidence of developing and maintaining good working relationships with customers/stakeholders, developing a positive personal profile and building partnerships	Essential	Application/Interview
Delivers service objectives with professional excellence, expertise and efficiency, taking account of diverse customer needs	Essential	Application/Interview
Analyses information objectively, considering the facts and differing perspectives to reach a sound, logical conclusion	Essential	Application/Interview
Highly developed problem solving and analytical skills	Desirable	Application/Interview
Ability to analyse data, identify current and future trends to produce meaningful reports	Desirable	Application/Interview
Ability to interpret reports in order to produce findings and recommendations for actions/areas of improvement	Desirable	Application/Interview
Takes responsibility for delivering timely and quality results with focus and drive	Essential	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 learning and support others with their learning and development where I can	Essential	Application/Interview
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

Caring for **people**, our **places** and the **planet**

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