

TEAM BARNET

LONDON BOROUGH

Role Profile

Job Title:	Financial Administration Officer
Location:	Colindale
Directorate:	Family Services
Grade:	G
Salary Range:	£36,585 - £40,182
Reports to:	Senior Finance Administrative Officer

1. Job Purpose:

- Be part of a team providing an integrated financial administrative and management service for Family Services, entailing accurate, timely and robust budget management support ensuring all systems and advice complies with the Council's financial framework and policy.
- Manage payments for Free Early Education schemes for two, three & four year olds,

Early Years Pupil Premium, Early Years & Two Year old Capital Grant Vulnerable Families scheme

- Process payments to Providers, suppliers, clients and members of staff efficiently through the appropriate systems
- Provide financial management information and advice to budget holders in respect of budget preparation and monitoring.
- Support the Senior Financial Admin Officer with the tasks relating to the management of the Children's Service petty cash arrangements and pre-paid debit cards.
- Collate data and provide accurate management information with regard to Grants.
- Financially assess clients in respect of Special Guardianship, Adoption and Child Arrangement Order allowances and carry out annual reviews.

2. Key accountabilities:

- Provide high quality, accurate, responsive financial support, advice and information, which complies with local and corporate standards.

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- Assist with the reconciliation of all internal accounting systems. Monitor financial data accuracy and consistency across the range of systems and spreadsheets.
- Provide effective delivery of the payments process for the Free Early Education for

Two, Three & Four year olds, Early Years Pupil Premium, Capital Grant & Early Years Vulnerable Families schemes. Ensuring data integrity, managing data submissions from childcare providers and facilitating payments. This may also include payments to childcare providers for any future initiatives to support Early Years settings.

- Support the Senior Finance Admin Officer in maintaining the authorised signatory list for Family Services and other financial authorisations
- Ensure purchase orders and payments to suppliers are processed accurately via the appropriate systems and with the correct codings.
- Ensure VAT procedures are understood and fully complied with in respect of orders, invoice payments etc
- Process journal transfers in respect of allocated expenditure as required.
- Assist with arrangements around all the petty cash, imprest and sub-imprest accounts as well as pre-paid debit cards, within Family Services ensuring they are operated strictly in accordance with the financial regulations.
- Prepare statistical/financial data and data in respect of payments to support budget preparation, monitoring and Government grants.
- Provide statistics to evidence attainment of KPI's where necessary
- Assist the Senior Finance Admin Officer with the administration of a variety of voucher and travel schemes, e.g. High Street gift vouchers, travel cards, travel warrants, leisure cards etc.
- Assist contract monitoring officers and commissioners to ensure that spend and anticipated spend is closely tracked and reported on.
- Ensure P-Cards are processed accurately in accordance with financial procedures.
- Represent the Senior Finance Admin Officer where appropriate.
- Support a high performance culture that drives continual improvement, efficiency savings and high levels of customer satisfaction.
- Help support the shaping of policy and strategic direction to optimise service effectiveness.
- Contribute to team and service plans ensuring that they reflect service priorities and corporate objectives.

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- Ensure that rigorous and effective performance management processes are applied to drive forward service improvements, including managing, monitoring and reporting on service performance standards
- Ensure that outstanding customer service is being delivered on a day to day basis in line with corporate and service standards.
- Within service area, deliver all projects to a high standard and within corporate project and programme management standards

3. Promotion of Corporate Values

To ensure that sharp customer care focus is maintained to the agreed standards according to the council's values, policies, and guidance. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

To ensure that a high level of confidentiality is maintained in all aspects of work, whilst facilitating the storing and sharing of information in line with the Data Protection Act 1998 and the Crime and Disorder Act 1998.

To ensure that the Council is appropriately represented to a high professional standard and its values upheld in public arenas.

4. 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.

The post holder may be required to work outside normal office hours including evenings, weekends, and Bank Holidays.

5. 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			
Recognised relevant qualifications in public finance/accountancy desirable and/or equivalent experience and training in a related business environment.		Essential	Application/Interview
Educated to degree level with relevant experience, or an equivalent mix of qualifications and experience.		Essential	Application/Interview
Numeracy to at least GCSE level.		Essential	Application/Interview
Experience & Knowledge			
Some experience and/or knowledge of working within a local authority, or in an equivalent or anisation/environment.		Essential	Application/Interview
Some understanding of the contracting and procurement process is preferable.		Desirable	Application/Interview
Successful record of delivering successful finance solutions.		Essential	Application/Interview
Evidence of effective delivery in a demanding environment.		Essential	Application/Interview
Understanding of the interface between Officers and Councillors.		Desirable	Application/Interview
Understanding of the principles of safeguarding and committed to safeguarding children and young people.		Essential	Application/Interview
Proven competency to handle confidential/sensitive personal information in an appropriate and secure manner.		Essential	Application/Interview

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Knowledge, experience and understanding of delivering high quality and valued Finance support service including (but not exclusively) petty cash handling, assisting with year end closing of accounts, handling of documentation, recording and processing of financial and statistical data, and experience of various payment / settlement of liabilities methods.	Essential	Application/Interview
Proven record of achievement in delivering: logical and effective decision making	Essential	Application/Interview

high quality, accurate and timely work		
Skill & Ability		
Highly numerate in terms of skills relevant to budget management.	Essential	Application/Interview
Demonstrates a dynamic and achievement orientated culture.	Essential	Application/Interview
Evidence of ability to communicate potentially complex issues in an effective and clear style.	Essential	Application/Interview
Proven ability to ensure a high standard of customer care.	Essential	Application/Interview
Ability to work effectively, flexibly and constructively with colleagues in a team where team members work positively to a shared goal.	Essential	Application/Interview
Ability to work effectively with senior managers, staff, schools, external partners and to establish confidence, trust and credibility.	Essential	Application/Interview
Ability to build and nurture good working relationships with colleagues and other stakeholders.	Essential	Application/Interview
Competent and confident in the use of standard Microsoft Office products with at least intermediate skills in the use of Excel for developing financial spreadsheets.	Essential	Application/Interview
Proven ability to use Financial Management Systems to an competent level.	Essential	Application/Interview
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Capable of reviewing and evaluating results against quality standards, sharing this learning with others and taking decisive action to ensure that plans are delivered.	Essential	Application/Interview
Ability to manage a complex workload and meet tight timescales.	Essential	Application/Interview
Proven ability to develop and maintain effective professional working relationships.	Essential	Application/Interview
Good written and verbal communication skills. Ability to communicate accurately and appropriately with members of the public and senior management.	Essential	Application/Interview
Partnership working where relevant to deliver services most effectively and efficiently.	Essential	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	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		
Agile- I am fully empowered to act within the scope of my role	Desirable	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	Desirable	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	Desirable	Application/Interview
Collaborative		

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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	Desirable	Application/Interview