

Role Profile

Job Title:	Finance Officer (Non-Accounting)
Location:	Colindale
Department:	Accounts Payable
Directorate:	Resources
Grade:	F
Salary Range:	£34488 - £36585
Reports to:	Assistant Finance Manager/ Finance Supervisor

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 Oracle 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, suppliers, 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, and manual payments.
- Support head of finance officers 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 assistant finance manager.
- 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.
- Ensure timely matching of PO invoices, prepare bulk payments for spreadsheet upload.
- Check and approve smart form payments.
- Validate invoices through OCR software and proactively resolve issues preventing processing.

Office Support

- Ensure financial operating procedures are kept up to date and any changes approved by the relevant head of finance.
- 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 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.

3. Financial Responsibilities

None required for this role.

4. 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.

5. Staff Responsibilities

None for this role.

6. Financial Responsibilities

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

7. Health and Safety Responsibilities (choose one option)

Option 1- Default Statement

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 were 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

Option 2- Managers Job Description

As a manager of the London Borough of Barnet, you are required to:

- Abid by of Barnet's health and safety policy, associated arrangements for managing, and implement the manager's responsibilities set out therein.
- Complete mandatory health and safety training
- Ensure risk assessments are in place for all task/actives where there are significant hazards, including stressors that could have an adverse effect on staff wellbeing. Identify and implement controls. Ensure staff are aware of the risk assessment findings and trained in the use of controls measures.
- Monitor health and safety compliance arrangements and take action where there are concerns
- Include health and safety in regular management team meetings
- Lead by example, monitor and enforce health and safety compliance of staff

Option 3- Senior Management/Director Job Description

- Abide by of Barnet's health and safety policy, associated arrangements, and implement the Senior manager's/Director's responsibilities set out therein.
- Complete mandatory health and safety training

- Ensure strategic/service plans take account of health and safety risks and effects on employee wellbeing
- Monitor health and safety compliance arrangements and take action where there are concerns
- Include health and safety in regular management team/board meetings
- Lead by example, monitor and enforce health and safety compliance of managers
- Ensure sufficient resources are allocated to managing risk

8. 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 / **L**earning to Improve / **I**nclusive / **C**ollaboration

9. 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.

10. 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

Job Title	Finance Officer (Non-Accounting)
Location:	Colindale
Directorate:	Strategy & Innovation
Grade:	F
Salary Range:	£34488 - £36585
Reports to:	Assistant Finance Manager/ Finance Supervisor

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
CCAB (preferably CIPFA), CIMA, CFA, ACT foundations stage (stage 1) completed or equivalent	Desirable	Application/Interview
5 or more GCSEs, including Maths and English at grade C	Essential	Application/Interview
Pass A-levels or NVQ Levels 2 or 3, preferred subjects are Business, Finance, Admin and Management	Essential	Application/Interview
Equivalent experience in similar role	Essential	Application/Interview
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 timescales.	Essential	Application/Interview
Experience of independently using financial modules in systems such as the general ledger and effectively using Microsoft packages such as Word and Excel in a work environment	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	Essential	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
Behavioural Competencies		
<p>Communicating and influencing</p> <ul style="list-style-type: none"> • Ability to clearly communicate with and influence staff members and external stakeholders. • Ability to develop effective relationships with internal and external partners • Strong interpersonal skills and able to challenge, support, influence and engage stakeholders. 	Essential	Application/Interview
<p>Respecting others</p> <p>Champions a culture that values equality and diversity, and ensures these are built into the delivery of services</p>	Essential	Application/Interview

<p>Striving for excellence</p> <ul style="list-style-type: none"> • Demonstrates a high level of personal drive and energy that sets an example to others • Fosters a dynamic, achievement orientated culture 	Essential	Application/Interview
<p>Setting direction</p> <ul style="list-style-type: none"> • Lead the organisation in regard to all financial matters • Actively participates in a culture of continuous improvement and responsiveness to change • Promotes a vision for the future that inspires others 	Desirable	Application/Interview
<p>Managing performance</p> <p>N/A</p>	Essential/Desirable	Application/Interview
<p>Developing talent</p> <p>Strives towards continuous personal and professional development</p>	Desirable	Application/Interview
<p>Team working</p> <ul style="list-style-type: none"> • Works collaboratively with peers and stakeholders • Creates a positive team spirit where team members work together to achieve shared goals • Constructively uses conflict as an opportunity to generate innovative solutions 	Essential	Application/Interview
<p>Cross Barnet working</p> <ul style="list-style-type: none"> • Identifies opportunities for co-operation and interdependency across groups and delivery units • A solid understanding of the relevant legal, commercial, political, operational and social community aspects of a similar diverse and complex environment. 	Desirable	Application/Interview
<p>Partnership working</p> <p>Practical evidence of developing and maintaining good working relationships with customers/stakeholders, developing a positive personal profile and building partnerships.</p>	Desirable	Application/Interview

<p>Customer service</p> <p>Delivers service objectives with professional excellence, expertise and efficiency, taking account of diverse customer needs.</p>	Essential	Application/Interview
<p>Critical thinking</p> <p>Analyses information objectively, considering the facts and differing perspectives to reach a sound, logical conclusion.</p>	Essential	Application/Interview
<p>Problem solving</p> <ul style="list-style-type: none"> Highly developed problem solving and analytical skills. Ability to analyse data, identify current and future trends to produce meaningful reports Ability to interpret reports in order to produce findings and recommendations for actions/areas of improvement 	Essential	Application/Interview
<p>Delivering at pace</p> <p>Takes responsibility for delivering timely and quality results with focus and drive.</p>	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	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	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	Desirable	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.	Desirable	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	Desirable	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