

Job description

Job title: Finance Assistant

Grade: Dorset Grade 4 & 5

Job evaluation reference: FN513ab

Job family: Financial Services

Purpose and impact

This role reports to either a Finance Officer or an Accountant that supervises the teams that have the dual role of enabling the Chief Financial Officer to fulfil his statutory obligations to make safe and efficient arrangements for the affairs of the Council, and to provide all necessary financial advice and support to Directorates and Committees.

Finance Assistants provide high quality, technical and financial support services to the Council. They ensure that consistent, accurate and timely financial management information and advice is available for managers and other stakeholders to make informed decisions about their services as outlined in the Context Statement. They also ensure the timely and accurate payment of suppliers and effective and efficient management of income including recovery of debt.

Responsibility for providing a specific range of technical and financial support services to the Council's Managers as specified in the context statement.

The post holder is responsible for accurate financial transaction processing, proper maintenance of financial records and for supporting managers with specific financial services; these may include budgeting, forecasting and transaction processing and reporting - most posts have specific financial processing responsibilities including the Accounts Receivable or Accounts Payable teams.

Key responsibilities

1. Assist with budget preparation, forecasting and closing of accounts under the direction of the Accountant or Finance Manager
2. Helping with technical, financial assignments as directed, accurately and in accordance with set deadlines and standards.
3. Leading operational payment processing work, including maintenance of supplier master data, checking and paying invoices, supplier statement reconciliation, and compilation of performance management statistics.
4. Leading operational income work, including maintenance of customer master records, raising invoices, receiving payments, dealing with debt management and compilation of performance management statistics.
5. Management of reconciliation processes and reporting of compliance against corporate financial policies and procedures.
6. Assist in aspects of financial management as directed, including interrogation of the corporate finance systems, financial reporting, testing of systems, preparation of management/financial reports, reconciliations etc.



7. Provide assistance and information to directorate staff, cost centre managers and budget holders including responding to queries and interpretation of information.
8. Contribute to the improvement of processes and the development and effective performance of the team through evaluation and review of current practice.
9. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Finance Officer/Accountant

Other factors

10. Responsibility for frequent into and interrogation of the Council's financial and operating systems. Development and ownership of performance and reporting and other financial monitoring spreadsheets for relevant activities.
11. Office based post but integrated into the services which it supports so there is a requirement to work flexibly in various locations. The postholder is also required, periodically to attend meetings, locally and regionally.
12. A wide network of contacts within the organisation (at all levels from operational staff to Heads of Service and Directors).
13. Some Finance Assistant posts are required to develop and maintain networks with officers at other Local Authorities and with organisations like CIPFA. In addition, some posts establish networks with suppliers, customers or sub-groups of these.
14. Conflicting demands and deadlines are a regular feature of the post, including managing demands made by the changing requirements of officers, suppliers, customers and other external organisations. The budgeting, monitoring and final accounts cycles impose many strict deadlines, around which other work has frequently to be reprioritised.
15. Some posts are also constrained by service delivery requirements set out in SLAs, legislation (such as the Public Contracts Regulations 2015) or internal targets such as for collection of debt.
16. The postholder will act as an ambassador for Financial Services at all times and will represent the team in a variety of ways including deputising for managers where and when appropriate.
17. Progression from Grade 4 to 5 is on the basis of demonstration of the full range of skills, experience and knowledge set out in the person specification and context statement.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process. We'll also use references to confirm that you meet the criteria for this role.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Progression from Grade 4 to 5 is on the basis of the demonstration of the full range of skills, experience and knowledge set out in the person specification

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. 5 GCSEs at grade C or above, including English and maths or equivalent BTEC Diploma etc	Application form
Experience	
Grade 5	
2. Evidence of learning in a financial environment	Application form
3. Evidence of working co-operatively within teams and with other colleagues	Application form
4. Use of IT to make efficiencies	Application form
5. Positive working with customers	Application form
Knowledge, skills and abilities	
Grade 4	
6. Works positively with customers and managers	Interview Assessment
7. Presents facts clearly and openly	Interview Assessment
8. Meets deadlines and performance targets	Interview Assessment
9. Demonstrate knowledge of accounting best practice	Interview Assessment
For Grade 5. in addition to the above:	
10. Communicates financial information confidently with customers, colleagues and managers	Interview Assessment
11. Able to explain financial aspects of the role to customers and managers	Interview Assessment
12. Knowledge of how local and national contexts affect the organisation	Interview Assessment
13. Understanding how the specific role evolves with changes in accounting and other regulatory requirements	Interview Assessment
14. Working knowledge of computerised business applications as they relate to the work of specific Finance Assistant posts. Knowledge can be built in a range of ledgers including AR, AP, GL as well as spreadsheets and other applications and how they support the financial management requirements of the specific service area(s) or teams(s)	Interview Assessment



15. Appreciation of the principles of financial management as they relate to the work of the Finance Assistant	Interview Assessment
16. Understand the work of colleagues, other teams, customers and developing services to support them better	Interview Assessment
Our values	
17. Respect	Interview Assessment
18. Together	Interview Assessment
19. Accountability	Interview Assessment
20. Openness	Interview Assessment
21. Curiosity	Interview Assessment

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Experience	Assessed through:
22. Awareness of the UK tax system as is relevant to the specific post	Application form
23. Making financial information useful for managements and colleagues	Application form
Grade 4	
24. Evidence of learning in a financial environment	Application form
25. Evidence of working co-operatively within teams and with other colleagues	Application form
Knowledge, skills and abilities	
Grade 4	
26. Communicates financial information confidently with customers, colleagues and managers.	Interview Assessment
27. Able to explain financial aspects of the role to customers and managers.	Interview Assessment
28. Knowledge of how local and national contexts affect the organisation	Interview Assessment
29. Understanding how the specific role evolves with changes in accounting and other regulatory requirements.	Interview Assessment
30. Working knowledge of computerised business applications as they relate to the work of specific Finance Assistant posts. Knowledge can be built in a range of ledgers including AR, AP, GL as well as spreadsheets and other applications and how they support the financial management requirements of the specific service area(s) or teams(s).	Interview Assessment
31. Appreciation of the principles of financial management as they relate to the work of the Finance Assistant.	Interview Assessment
32. Understand the work of colleagues, other teams, customers and developing services to support them better	Interview Assessment

Approval

Manager's job title:

Date: March 2025

