

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Senior Contracts & Finance Officer	JEID	M0012
Salary Grade:	H		
Team:	Transport Operations/Transport Delivery		
Service Area:	Transport & Highways, Communities Group		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Database Manager		
Responsible for:	None		

Role Purpose

To monitor and control income & expenditure in respect of Transport Operations and Home to School transport. To administer the payments system for operator invoices ensuring approved processes are followed. To arrange courses and keep records for the staff training programme, DBS records and coordinating pupil passport and risk assessment documentation ensuring reviews are carried out by the agreed deadlines.

Support the work of the Transport Operations team, primarily in connection financial matters for home to school transport and bus services.

Role Responsibilities

To supervise the processing and coding of payment of invoices and travel claims/DTP from /for parents.

Prepare and submit internal invoices for school transport costs at appropriate points during the financial year.

Check and maintain the financial content of contracts on Transport Operations database.

Manage and maintain records of training status of staff working for transport contractors.

Organise training programme for drivers and passenger assistants, including setting up training sessions, booking venues and trainers.

Manage and maintain DBS records for staff working for transport contractors.

Maintain and update databases including those for transport arrangements, complaints, and the monitoring of contractors and contracts

Use Agresso finance system to raise charges to suppliers, raise orders, and pay invoices.

Assist in the ongoing development of practices and procedures within the Transport Operations team

Carry out other such duties as may be required from time to time by senior members of the Transport Operations management team.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Experience of using Agresso to raise orders, pay invoices, and raise charges	A I
Strong and effective oral and written communication skills including the ability to read hand-written course attendance sheets	A I
Experience of maintaining databases	A I
Ability to use own initiative to respond independently to complex problems and difficult situations	A I
Good computer skills including regular use of Microsoft Word and Excel	A I
Ability to respect and maintain confidentiality of information	A I
Ability to understand and explain transport schedules and information summaries	A I
At least 4 GCSEs at grade A to C or equivalent including English and Mathematics	A I
Experience of organising and running training courses	A I
Previous experience in a customer service environment	A I

Desirable Criteria

Assessed By:

Good geographical knowledge of the County and surrounding area	A I
Previous experience in an administrative environment	A I

Ability to negotiate with different parties	A I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)

<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	