

Job Description

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 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:	Collections & Development Officer	JEID	G0105
Salary Grade:	F		
Team:	Heritage & Cultural Services (HCW)		
Division / Service:	Business & Customer Service		
Directorate:	Resources		
Primary Location:	HCW sites as required - Warwickshire County Record Office / Market Hall Museum / St John's House Museum		
Car User:	Casual Car User		
Responsible to:	Collections & Development Manager		

Role Purpose

To manage and where appropriate, improve the financial and administrative functions of Heritage & Culture, providing general support to the Service Managers and other staff.

To ensure efficient and effective delivery of these functions through personal involvement and through the provision of advice and support for the Service Managers and other Cost Centre Managers in accordance with WCC and Directorate guidelines.

To ensure an efficient and effective booking system is maintained for schools and event bookings across HCW sites, using appropriate software as required.

Role Responsibilities

- To contribute to the management of the service through membership of the HCW Management Team, leading on financial & admin functions and providing support and advice to Service and Cost Centre Managers.

- To supervise Casual Admin Staff as appropriate taking responsibility for their development and training needs.
- To take responsibility for advising on HCW manual and electronic, filing and administrative systems, ensuring that colleagues have access to accurate and well-organised information and support in line with WCC requirements.
- To oversee and ensure the correct calculation and processing of staff pay claims.
- To produce expenditure and income monitoring reports when required and manage financial recording and probity in relation to these.
- To scrutinise financial returns, identify and investigate areas of concern, and propose solutions/actions to Service Managers accordingly.
- To assist in the preparation of budgets for Cost centres and undertake specific budget monitoring as directed by the HCW Management team.
- To produce accounts and spreadsheets to support external grant claims.
- To liaise with and support the Business Development Team, the Visitor Services Supervisor and Service Managers regarding policy and service development, income generation across HCW retail sites and the monitoring of existing activities and services.
- To take responsibility for the planning and execution of annual closure of accounts.
- To oversee and where appropriate, undertake the co-ordination and authorisation of supplier invoices in accordance with departmental financial procedures via the computerised Warwickshire County Council financial system.
- To ensure the processing of all internal invoices, both expenditure and income, relating to HCW is carried out correctly.
- To process revenue budget journals via the Financial Accountant when applicable.
- Debt Recovery as required by HCW Management Team, while complying with WCC internal procedures.
- To oversee and raise WCC income invoices for all goods and services provided by HCW and liaise with WCC VAT officer to ensure that this is charged correctly.
- To support the development of HCW income generation, operating appropriate internal manual and bespoke software systems as required.
- To be responsible for the management of school bookings across our sites and the associated financial reporting and invoicing processes.
- Assistance with all aspects of retail reporting, stocktaking processes and associated records as required.
- To be responsible for petty cash claims and operation of petty cash accounts across HCW.
- To ensure all banking is undertaken on a regular basis for HCW in liaison with the Visitor Services Supervisor and Service Managers including reconciliation of cash registers and credit card payments.
- To assist with the collection and submission of corporate performance data and to act as the HCW contact for WCC corporate complaints procedures.
- To respond to telephone, post and email enquiries from members of the public, businesses and staff, referring as appropriate.
- To organise and support HCW Management team meetings and consequent arrangements, including agendas and minutes.
- To ensure the maintenance of an inventory of equipment and satisfactory stock levels of stationery and consumables across HCW sites and to maintain master files of forms, leaflets and other documentation as required

- To be responsible for scheduling, arranging and supporting contractors as required.
- To undertake other duties as required commensurate with the grading of the post.

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:
• At least 3 years experience of responsibility for financial and administrative systems including record keeping and budget monitoring.	A / I
• 4 GCSEs (Grade A-C) including Maths and English	D
• Practical experience of budget management and adherence to financial regulations	A / I
• Proven experience of use of computerised financial systems	A / I
• To be numerate, able to reconcile cash receipts and process bank transactions accurately.	A / I / T
• Substantial use of spreadsheets, eg Excel.	A / I / T
• Keyboard skills and experience in using computer packages including Microsoft Office.	A / I / T
• Experience of cash handling and banking procedures.	A / I
• Experience of staff management and development.	A / I
<ul style="list-style-type: none"> • A systematic and methodical approach to work. • Ability to operate office procedures and regulations accurately and identifying areas for improvement. • Ability to interpret and present financial reports • Ability to demonstrate effective communication skills at all levels, written and oral, to both internal and external customers. • A strong commitment to customer care. • Flexible approach to the working environment and able to work on own initiative. • Ability to organise and prioritise work effectively under pressure to meet deadlines. • Clear ability to support the work and development of the HCW team • Creative approach to problem solving. • A positive attitude to change. • Honest, reliable and trustworthy. • Ability to undertake responsibility at management level if required • Ability to take decisions and act on own initiative 	A / I (all)

<ul style="list-style-type: none"> • A willingness to undertake relevant training and development to learn new skills when appropriate. 	
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Desirable Criteria	<i>Assessed By:</i>
<ul style="list-style-type: none"> • Financial experience within the public sector. 	A / I
<ul style="list-style-type: none"> • Experience of staff recruitment, inductions appraisal etc 	A / I
<ul style="list-style-type: none"> • Experience of minute-taking 	A / I
<ul style="list-style-type: none"> • Interest within the heritage sector 	A / I
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	