

Job Description

For Unqualified Financial 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:	Finance Officer	JEID	FU003
Salary Grade:	Grade H		
Team:	Education Finance Team		
Service Area:	Resources		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader		
Responsible for:	None		

Role Purpose

The role is to advise schools on budget setting, budget monitoring and budget planning, budget and expenditure forecasting and providing comparative costings.

Role Responsibilities

To act as a Finance Officer for between 15 and 25 schools.

To visit each school as agreed in their SLA, but at least once per term. This will involve meeting with the Head Teacher, School Business Manager, Finance Administrator and where present School Governors to discuss the financial situation of the school budget for current and future years and to provide a governors financial report following the visit.

To advise each school on budget setting, planning, monitoring, forecasting and providing comparative costings.

To provide training and advice as necessary and to ensure that schools operate within financial regulations and make best use of their resources.

Preparation, analysis and collation of financial data for current and future years prior to visit.

To advise and assist schools in the operation of their financial system e.g. SIMS FMS.

To cover for absent Finance Officer colleagues.

To contribute to the on-going development of the service.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Finance Professional - Level 3
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Main Tasks

<ul style="list-style-type: none">• Undertake budget monitoring at an individual CCM level on both expenditure and income.• Undertake the delivery of financial reconciliations i.e. the balancing of suspense accounts etc.• Provide advice to Cost Centre Managers on more advanced issues, and this is likely to involve detailed work to establish and provide that advice.• Provide support to individual Cost Centre Managers in terms of forecasting.• Handle more complex enquiries from both internal and external audit and this is likely to include elements of data collection.• Be involved in the compilation of more complex statistical returns especially where some analysis is required.• Assist at Closedown by the coordination of key elements e.g Creditors/ Debtors.• Be able to provide guidance in the practical application of Financial Standing Orders and Contract.

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

Essential Criteria	Assessed By:
A relevant degree, NVQ Level 4 or equivalent qualification OR at least 3 years' experience in a finance environment	A/I
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions over the medium term	A/I/T
The ability to communicate, in person and/or writing, complicated or sensitive information with varied audiences	A/I/T
Ability to use a keyboard with some precision and speed	A/I
The ability to use own initiative to respond independently to difficult problems and unexpected situations	A/I
The ability to work under pressure including meeting deadlines and dealing with interruptions	A/I
Experience of handling and processing manual or computerised information	A/I

The ability to organise own workload and decide priorities	A/I
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Desirable Criteria

Assessed By:

AAT qualified	A/I
Knowledge of financial management systems e.g. SIMS FMS	A/I
Current valid driving licence	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 checked="" 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):	