



## Job Description

### Name of Post

### Date

<b>Position Title and Post Number</b>	Finance officer – Accounts Payable & Receivable
<b>Department</b>	Finance
<b>Band</b>	OneTeam – Band 6 £29,777 - £32,076
<b>Reporting to</b>	Transactional Supervisor
<b>Work location and arrangements</b>	The span of work for this role covers both Rochford District Council and Brentwood Borough Council.  Hot desking or Agile working

Brentwood Borough Council and Rochford District Council (together referred to as the “Councils”) have come together to form a strategic partnership (“the OneTeam Transformation”) the purpose of which is create a unified officer team which will share knowledge, experience, and projects for the overall benefit of both Councils, developing unified ways of working including common policy and processes.

This post will be required to work at both councils’ premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the Councils’ premises as required to meet the needs of the service.

The Councils are committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm, or exploitation.

## **MAIN PURPOSE**

1. This role is to provide the daily duties for the debtors, creditors and cashiering functions for the whole organisation. The post holder will be required to work with all departments, to ensure all transactions are dealt with accurately and within timescales.
2. To carry out such other duties and responsibilities as specified by the transactional supervisor.

## **MAIN RESPONSIBILITIES**

1. To carry out the functions in relation to debtors, cashiers and creditors.
2. To ensure that records are correctly maintained in accordance with the Council's document management policies, using the appropriate system.
3. To run system reports and produce reconciliations in line with departmental standards, investigating and resolving differences.
4. To produce the monthly VAT return and reconciliation, investigating and resolving any variances, deal with VAT queries.
5. To maintain performance management information as directed and report issues to line manager in a timely manner.
6. To assist in the end of year accounts close down, providing working papers and assisting with queries.
7. To provide support to colleagues through having a flexible approach to work and routine data processing activities.
8. To deal with queries from external and internal customers, including external and internal audit.
9. To ensure procedures are up to date and fit for purpose.
10. To process, maintain and monitor sundry debtors including raising of invoices, credit notes, allocating payments, reporting on outstanding debts, liaison with Legal Services and originating departments, and dealing with debtor queries.
11. To process invoices and credit notes onto the finance IT system through to final payment, for both the council and any related parties, ensuring they are fully approved and reconciled to system reports, including urgent payments.
12. Make monthly CIS payments in line with system reports and requirements.
13. To ensure transparency data is published in accordance with Local government Transparency code.

14. To complete the processing of bank statements.
15. To assist with the cash counting procedures
16. Daily handling of cash and reconciliation of cash to receipts is required.
17. To carry out the daily processing, balancing and reconciliation of all received income, including the investigation and correction of rejected suspense items.
18. To compile and issue daily system reports.
19. To identify and recommend improvements in the way that the kiosks are used and to implement upgrades.
20. Assisting in the development and implementation of new systems and procedures.
21. To prepare banking documents and recording of cheque/cash remittances, liaising regularly with the bank.
22. To monitor and record payments in line with Money Laundering Procedures.
23. To deal with queries from departmental and finance officers regarding income received and allocate funds accordingly.
24. To administer the council's procurement card scheme in accordance with financial regulations.
25. To undertake any other duties which may reasonably be within the competence of the post holder.

The above duties and responsibilities give a broad outline of the functions of the post. However, by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provide by OneTeam at Brentwood Borough Council and Rochford District Council. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

### **Corporate responsibilities**

All roles will be required to work at both councils' premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the Councils' premises as required to meet the needs of the service.

The post holder will be expected to follow the Councils' policies and procedures and act in a flexible, cooperative and professional manner at all times, assisting colleagues to maintain an efficient and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In

addition, the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

To observe all the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council's Safeguarding Policy.

Ensuring that all data and sensitive information collected by the service meets the requirements set out in the Councils' policies and procedures meeting the legislative requirements of the current Data Protection legislation applicable

To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health, and Safety at Work, etc. Act 1974 and the Council's Health and Safety Policy and procedures.

To support the Council's Equalities & Diversity and Inclusion Policies.

All staff may on occasions be required to support the Councils to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.

Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".

## **Review**

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the Director in the light of those changing requirements and in consultation with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

## PERSON SPECIFICATION

<b>Position Title:</b>	Finance Officer	<b>Date Prepared:</b>	02/04/2024
<b>Team</b>	Finance	<b>Band:</b>	OneTeam – Band 6
<b>AF= Application Form</b>		<b>I = Interview</b>	
<b>T= Test</b>			

	REQUIREMENTS	Essential	Desirable	Assessed
<b>1.</b>	<b>EXPERIENCE AND KNOWLEDGE</b>	✓	✓	
1.1	Working with administrative procedures and systems	✓		AF/I
1.2	Experience of reconciliations and resolving items		✓	AF/I/T
1.3	Working within a financial environment		✓	AF/I
<b>2.</b>	<b>SKILLS AND ABILITIES</b>			
2.1	Numeracy and literacy skills	✓		AF/I/T
2.2	Good written and verbal communication skills including both the telephone and face to face	✓		AF/I/T
2.3	Good working knowledge of Microsoft 'Office' software – Windows, Word, Excel and Outlook	✓		AF/I/T
2.4	Able to prioritise work appropriately	✓		AF/I
2.5	Able to work to deadlines and work under pressure	✓		AF/I
2.6	Flexible, pro-active and adaptable	✓		AF/I
2.7	Able to establish and maintain effective relationships with people at all levels	✓		AF/I
2.8	Commitment to maximising potential and continuous improvement of self and of service	✓		AF/I
2.9	Able to contribute positive suggestions and willing to take forward	✓		AF/I
2.10	Able to be well organised and methodical	✓		AF/I
2.11	Commitment to customer service	✓		AF/I

	REQUIREMENTS	Essential	Desirable	Assessed
<b>3.</b>	<b>EDUCATION AND TRAINING</b>			
3.1	Good standard of education e.g. GCSEs/OLevels or equivalent (inc Maths and English)	✓		AF
3.2	Finance qualification e.g. AAT		✓	AF
<b>4.</b>	<b>OTHER</b>			
4.1	A flexible working approach to attend both organisations in person, as and when required.	✓		I
4.2	Adhere to the Council's values and behaviours.	✓		I
4.3	Commitment to maximising potential and continuous improvement of self and of service.	✓		I