

## Job Description

Job Title: Finance Support Co-Ordinator

POSCODE:

Grade: SO1

### Overall purpose of the job

To manage the Finance Team by monitoring budgets and ensuring that payments are made accurately and promptly.

To manage Finance Assistants in resolving complex queries regarding invoices and other non-invoice payments.

To ensure accurate budget reconciliation and managing of the finance team.

To contribute to effective debt management processes and provide financial support to budget holders where required.

To ensure that all relevant processes are adhered to by team members.

	<b>Main accountabilities</b>
1.	<p>System &amp; Invoicing Process:</p> <ul style="list-style-type: none"> <li>• Verifying payments loaded by Finance Assistants before issuing payment to ensure accuracy. ensuring payment of overdue debt.</li> <li>• Auditing data recorded by Finance Assistants.</li> <li>• Ensure duties are undertaken with due regard to the Council's financial regulations, national charging guidance, and departmental policies and procedures.</li> <li>• Regular upkeep of data on Commitment Records and Financial Systems.</li> <li>• Ensure processes are followed to produce a high-quality service.</li> <li>• Liaise with Business Partners on all Financial Matters</li> </ul>
2.	<p>Payment Run:</p> <ul style="list-style-type: none"> <li>• To check and finalise the Payment Run ensuring that the payments are accurate and prompt.</li> </ul>
3.	<p>Customer Relations:</p> <ul style="list-style-type: none"> <li>• To work closely with the service and other teams to ensure common goals are achieved.</li> <li>• To support Finance Assistants with complex queries.</li> <li>• Represent the team at meetings, events and working groups</li> </ul>
4.	<p>Debt Management Processes:</p> <ul style="list-style-type: none"> <li>• To investigate and resolve issues relating to Debt.</li> </ul>
5.	<p>Financial Support:</p> <ul style="list-style-type: none"> <li>• Working with the Service Manager and Business Partner to monitor and/or manage budgets in accordance with County Council financial processes, systems and instructions as necessary.</li> <li>• Ensure that County Council's financial processes and systems are complied with.</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertake financial support duties as required to support the efficient delivery of services.</li> <li>• Oversee the completion of financial means tests of connected person carers on behalf of the Council. Ensuring these are completed in line with policy. To work with Service Managers on the possible Financial Means Tests amendments</li> </ul>
6.	<p>Reviewing of Processes:</p> <ul style="list-style-type: none"> <li>• To carry out annual reviews of Processes within the Team and to decide on amendments following discussions with Head of Service and Business Partner.</li> <li>• Identify and share best practice</li> <li>• Support changes that impact the Finance Team and provide advice to service/team managers and their teams.</li> <li>• To develop and manage an audit and quality assurance programme within the fostering finance team.</li> <li>• To respond to internal and external audit requests..</li> </ul>
7.	<p>Supervision &amp; Development of Others</p> <ul style="list-style-type: none"> <li>• Work with the other Finance Support Co-Ordinator to provide flexible cover arrangements when required</li> <li>• .Lead, motivate and inspire team members in order to develop them in reaching their full potential, ensuring consistency across the service.</li> <li>• To lead on the recruitment of Finance Assistants</li> <li>• Impart knowledge and expertise through mentoring and coaching</li> <li>• Contribute to and support the delivery of the workforce development plan</li> <li>• Support apprentices through their programme of training in the service</li> <li>• Report on the success of business development activities to teams</li> <li>• Support the cultural change within Finance</li> <li>• Line manage and supervise Finance Assistants according to supervision and appraisal standards</li> </ul>
8.	<p>GDPR:</p> <ul style="list-style-type: none"> <li>• Complying with GDPR rules and policies.</li> <li>• Sensitive dealing with data</li> </ul>
9.	<p>Safeguarding commitment:</p> <ul style="list-style-type: none"> <li>• We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</li> </ul>
10.	<ul style="list-style-type: none"> <li>• Demonstrate an awareness and understanding of equality, diversity and inclusion.</li> </ul>

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
GCSE/NVQ	Literacy and numeracy sufficient to undertake the tasks and duties contained in the Job Description.	E
'A' Level education	Educated to A level or equivalent	E
AAT	Fully qualified, Part qualified or willing to study for AAT.	D
CCAB Qualification	If entry requirements are met, willing to study for CCAB qualification	D
Management Qualification	Ability to line manage	D

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Understanding of Fostering or Corporate Parenting Processes and the range of social care provision available for young people	Has some knowledge of Fostering or Corporate Parenting Processes regarding social care provision available across client groups.  CCC policy knowledge to advise/guide others.	D
Understanding of customer care principles	Demonstrable track record of dealing with public in a positive and sensitive way	E
Knowledge of Cambridgeshire County Council policies and procedures		D
<b>Skills</b>		
Good at using IT systems, with a good working knowledge of Microsoft Windows and Office packages	Good IT skills for effective record management, producing letters and other documents, and providing statistical information	E
Good interpersonal, listening and communication skills, including negotiating, influencing, and challenging.	Proven skill in providing a sensitive and personalised service to clients and to maintain good working relationships with other teams and partners.	E

Good organisational and administrative skills	<p>Able to plan and organise in the most effective way.</p> <p>Able to organise own work and day to day tasks for the team.</p>	E
Ability to meet targets and deadlines, whilst maintaining quality and performance standards		E
Proactive approach to change management		E
<b>Experience</b>	Give an idea of the type and level of experience required <b>do not</b> specify years of experience.	
Experience of working with financial systems and records	Experience of working with finance systems and keeping accurate financial records.	E
Experience of using spreadsheets, databases, word processors, and a range of computer applications		E
Record keeping	Ability to maintain clear and accurate financial and other relevant records.	E
Experience of stakeholder working	Experience in working across services and/or with external providers.	E
Experience of monitoring, administering, and regulating budgets	Experience with budget and data reconciliation to ensure accuracy.	E
Experience of working in the local authority sector		D
Ability to act independently and provide support to the Finance Team.		E
Training and Management	<p>Experience with delivering training to individuals as well as small groups.</p> <p>Experience with managing staff/Team Leading.</p>	E
Experience of providing services to vulnerable people	Liaising with Service Users and their families	D

<b>Safeguarding</b> ( <i>include for roles working with children/vulnerable adults</i> )	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	E
--	--	---

### Disclosure level

What disclosure level is required for this post?	None <input type="checkbox"/>	Standard <input checked="" type="checkbox"/>
	Enhanced	Enhanced with barred list checks

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid <input checked="" type="checkbox"/>	Field	Remote	Mobile
--	-------	--	-------	--------	--------