

**WHERE  
CAREERS  
THRIVE**

**When potential  
is unlocked,  
talent *thrives***



**West  
Northamptonshire  
Council**

**Job description and person specification**

**Finance Co-ordinator PBSS Holding Accounts**

**People, Integrated Commissioning Team**

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## **Purpose and impact:**

To participate within the team to provide an effective administrative service in the processing of financial activities and information management relating to Personal Budget recipients who access PBSS financial services. To support managers and provide management information and reports.

To establish systems and maintain procedures to manage, monitor and report on PBSS finance processes including:

- Financial transactions and returns relating to PBSS payroll or Holding Accounts
- Payroll services for customers who access the PBSS payroll service

## **Accountable to:**

This role is accountable to the Personal Budget Support Service Team Leader, responsible for the direct line management of eight Officers or support workers. The role sits within the Financial Operations service, part of the Adult Social Services Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. Purchase Ledger/Supplier Invoice Systems: processing of incoming invoices including checks on accuracy, testing that each supplier invoice matches budgets set for each customer; communicating with supplier, Adult Social Care Social Workers and customers as required when invoice does not match budget requirements, maintain accessible records of invoices in query by supplier and by customer.
2. General Transactions: providing specialist finance support, giving guidance and directing other staff in the investigation of queries; investigate transaction queries and resolve any problems.
3. Payroll Oversight: processing employee payments and testing that payments match budgets for each employer, communicating with Adult Social Care Social Workers and customer as required when employee pay does not match budget set.
4. Bank transactions: preparation and processing of bank transactions including tests on accuracy and reconciliation to Sage Line 50 transaction records, recording incoming bank funding and other income within Sage.
5. Sage Holding Accounts Systems: Input of transactions within Sage, reconciling Sage transactions and carrying out account balance checks, accessing reports/information within Sage.
6. Holding Accounts Returns: supply of returns information for all Holding Accounts customers to the Direct Payments Team.
7. Administration: managing incoming telephone calls and general office duties, providing administration support to Holding Accounts team members, maintaining relevant Holding Accounts and Service User Databases, assisting in collating statistics for reporting, assistance with holding accounts mailshot preparation and production.

8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

Skills and abilities:	Essential / Desirable	Measured by
		A, T, I, P, D
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.		A/T/I

Knowledge:	Essential / Desirable	Measured by
		A, T, I, P, D
Knowledge of basic accounting	Desirable	A, I, D
Knowledge of basic payroll	Desirable	A, I, D

Relevant experience:	Essential / Desirable	Measured by
		A, T, I, P, D
Experience in using management information and preparing reports, experience of working on Sage 50 Accounts software	Desirable	A, I, D
Experience and understanding of and commitment to data protection and confidentiality, 2 years experience of working as part of a team within finance or accounting function	Essential	A, I, D

Education, training and work qualifications:	Essential / Desirable	Measured by
		A, T, I, P, D
GCSE C or above in English and Maths	Essential	A, I, D
NVQ level 2 or above in Finance, Administration, Customer Service, Management or equivalent experience	Essential	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	Angel Square
<b>Job family band:</b>	3	<b>Worker type:</b>	Flexible <b>Part-flexible</b> Fixed Field-based worker
<b>Salary range:</b>	£26914 to £27781	<b>Budget responsibility:</b>	
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

We are open to discussions about flexible working.

This role has been identified as a part-flexible worker type, this means that once you are trained you may be able to work from home for part of the week.

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b>	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b>	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b>	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b>	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b>	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b>	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture"**

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

