

Job Title: Finance Assistant, Children's Commissioning Team
Grade: Scale 4

### Overall purpose of the job

To provide effective and accurate payment of c£55 million of Children's Commissioning transactions (invoices) per year, ensuring that Providers are accurately paid and other Agencies invoiced.

To ensure that all details relating to the setup of Provider's bank and payment details are processed and implemented in ERP and CONTROCC payment systems in a timely manner.

To support Providers and Children's Commissioning Managers to understand and resolve queries regarding invoices for provision.

To assist with the monitoring of budgets in accordance with Cambridgeshire County Council financial processes, systems and instructions and complete regular integrity checks to ensure that all payments made are correct and the Commitment Record accurately reflects full year costs.

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

### Main accountabilities

#### System & invoicing Process:

- Accurate loading of all Children's Commissioning packages onto the Commitments Record to ensure that accurate billing and payments are made timely.
- To ensure that other Agencies contributions are recorded correctly and invoices generated in a timely way.
- Ensure that all financial data is recorded in a consistent and accurate way across all systems.
- Provide financial statistics to relevant managers as requested in order to comply with Cambridgeshire County Council regulations.
- Ensure duties are undertaken with due regard to the Council's financial regulations, national charging guidance, and departmental policies and procedures.
- Ensure all invoices, bills and other charging correspondence sent to other Agencies (and/or their representatives) are accurate, meet quality standards and adhere to agreed processes.
- To ensure all suppliers/creditors are set up appropriately in compliance with Procurement's Contract Procedure Rules.
- Loading payment contracts to the system in a timely manner ensuring payments are generated correctly.
- Sending and monitoring of purchase orders.

#### Customer Relations:

- Dealing with and resolving Provider queries relating to Purchase orders, starting and ceasing of provision, Invoicing instructions etc.

- To be proactive in dealing with provider/client queries either around payments made or charges applied.
- Record, investigate and sensitively resolve Provider enquiries, referring complex matters to the Finance Officer / Finance Manager for advice or re-allocation as appropriate.

#### Payments System (ERP and ContrOCC):

- Managing the process for all services.
- Reconciliation
- Ensuring that accurate details are loaded onto the system.
- Assisting with the testing and implementation of new payment processes, system and ways of working.

#### Debt Management Processes:

- Highlight and investigate issues in relation to Debt providing a resolution where possible.
- Support the collection of all charging income owed to the Council, having due regard to the Council's Debt Recovery Policy and internal debt recovery processes.

#### Financial Support

- Assist with monitoring and/or management of budgets in accordance with Cambridgeshire County Council financial processes, systems and instructions as necessary.
- Ensure that Cambridgeshire County Council financial processes and systems are complied with.
- Undertake financial support duties as required to support the efficient delivery of services.

## Person Specification

### Minimum level of qualifications required for this job.

Qualifications Required	Subject	Essential/ Desirable
<b>GCSE/NVQ</b>	Literacy and numeracy sufficient to undertake the tasks and duties contained in the Job Description.	<b>E</b>

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

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Understanding of Commissioning Processes and the range of social care provision available for young people.	Has some knowledge of Commissioning Processes regarding social care provision available across client groups and the various costs and framework guidance for each.  CCC policy knowledge to advise/guide others.	D
Understanding of customer care principles.	Demonstrable track record of dealing with providers 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 including Excel.	Good IT skills, sufficient for accurate data inputting, 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.	Able to plan and organise in the most effective way.	E
Ability to meet targets and deadlines, whilst maintaining quality and performance standards.		E
Proactive approach to change management.		D
<b>Experience</b>	<b>Give an idea of the type and level of experience required.</b>	

Experience of working with financial systems and records	Experience of working with finance systems and keeping accurate financial records.	E
Experience of using Excel spreadsheets, databases, word processors, and a range of computer applications.	Strong Proficiency in Microsoft Excel	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.	D
Experience of monitoring, administering and regulating budgets.		D
Experience of working in the local authority sector.		D
Ability to act independently, but also to recognise when to escalate to managers for advice or support.	Ability to work independently while maintaining positive, collaborative working relationships with colleagues, other teams, and partners.	E
Experience of providing services to vulnerable people.	Liaising with Service Users and their families.	D
<b>Safeguarding</b> (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role.	E

### Disclosure level

What disclosure level is required for this post?	None ✓	Standard
	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)	Fixed	Flexible ✓	Field	Home
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### Safeguarding commitment

**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.**