

JOB DESCRIPTION	
Job Title:	Finance Officer
Directorate:	Place & Economy (P&E)
Service:	Highways & Transport
Reports to:	Senior Administrator & Finance Officer
Grade:	SO1
Hours:	37

JOB PURPOSE

To provide and co-ordinate accurate financial and budgetary advice, guidance and support to the Assistant Director, budget holders and staff members working within the CCC financial requirements.

To implement, monitor and review standard business related financial procedures.

PRINCIPAL ACCOUNTABILITIES

1	<p>Budget Management</p> <p>Provide Assistant Director, budget holders, staff members and the service provider partner with financial advice, guidance and support to ensure effective direction and control of all budgetary cost centres in Highways & Transport.</p> <p>Analyse the overall budget; highlighting overspends or areas of concern requiring immediate action; and recommending financial solutions to budgetary issues.</p> <p>Analyse orders through the highway service contract and deal with claims as required.</p>
2	<p>Performance Monitoring</p> <p>Monitor and report on Highways & Transport performance on prompt payment and debt management; identifying areas requiring improvement, monitoring implementation of recommendations.</p>
3	<p>Team Working</p> <p>Attend team meetings as appropriate to report on financial matters in accordance with Management Team requirements.</p>

PRINCIPAL ACCOUNTABILITIES	
4	<p>Finance Development</p> <p>Implement financial procedures and monitor compliance.</p> <p>Ensure consistent use of systems across the service.</p> <p>Assist with monitoring and co-ordination of financial procedures.</p>
5	<p>Financial Monitoring and Reporting</p> <p>Establish and maintain a reporting timetable and channel of communication with finance team, to ensure budgetary forecasts, proposals and recommendations are reported.</p> <p>Assist with monitoring of capital expenditure.</p>
6	<p>Budget Closedown</p> <p>Support the end-of-year budget closedown at all levels, advising the Assistant Director, budget holders and service provider partner as necessary. Ensure recommendations are implemented and submitted within the required timescales.</p> <p>Support and co-ordination of financial issues with the service provider partner.</p>
7	<p>Budget Preparation</p> <p>Assist the Assistant Director and budget holders in budget preparation.</p>
8	<p>Insurance</p> <p>Working with the insurance team to provide information required for claims and ensure it is supplied to the correct standard and timescales.</p>

The Place & Economy directorate has a flexible structure to cope with varying workload pressures and the post holder may be required to undertake work in support of other offices.

PERSON SPECIFICATION	
Job Title:	Finance Officer
Directorate:	Place & Economy (P&E)
Service:	Highways & Transport
Reports to:	Senior Administrator & Finance Officer
Grade:	SO1
Hours:	37

The following criteria are appropriate for this post. You must meet the essential criteria to be short listed for this post and it would be advantageous if you meet the desirable criteria.

Education, Qualifications & Training

Essential

- AAT Technician level or similar relevant experience

Desirable

- Finance/Budget Management to NVQ level 4
- CIPFA, CIMA or ACCA certification

Knowledge and Experience

Essential

- Working knowledge of Standing Orders and Financial Regulations/Procedures in order to pro-actively provide direct support to budget holders across the directorate
- Ability to collate and present financial information
- Ability to investigate errors in financial information
- Ability to analyse complex financial practices and work including preparation of budgets and accounts
- Experience of operating a computer accounting system

Desirable

- A working knowledge of a suite of financial systems

Skills and Attributes

Essential

- Ability to analyse and evaluate the business processes of each section within the directorate and formulate effective solutions that will provide the necessary budgetary control within the constraints of the County Council's financial system.

- Excellent numeric skills
- Self-disciplined and able to manage own time with minimum supervision in order to respond to changing priorities and set goals and meet targets
- Ability to give advice and training in the use of the different modules within the Council's financial system
- Strong communication and interpersonal presentation skills. Must be able to present ideas both orally and in writing to senior managers in a clear and concise manner
- Must be capable of developing and maintaining effective working relationships with other directorates
- Ability to represent Highways & Transport service at meetings and on various working groups across the Authority
- Fully competent in desktop applications (spreadsheets and word processing) and financial packages

Desirable

- Experience of partnership working
- Ability to provide guidance/back-up/support to all users of the Council's finance system
- Ability to develop new practices/systems of working and cascade to all levels of staff

Cambridgeshire Behaviours - WIRE

The following describes how you are expected to carry out your work. Essentially it's about how we do things, how we treat others and how we expect to be treated.

Working together

- I identify needs and initiatives for joint approaches to delivering services
- I work across and outside typical groups

Integrity

- I proactively identify and reliably respond to challenges to improve customer satisfaction
- I communicate this to colleagues and customers effectively

Respect

- I can identify the impact of my work on colleagues and customers
- I assess future needs and challenges, and put measures in place to meet these, appropriate to the groups affected.

Excellence

- I respond to and tackle current and future challenges, providing solutions in the work I undertake