

Job Description

| Senior Finance Assistant | |
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| Grade | D |
| Directorate | Finance and Support Services |
| Place of Employment | Yare House, 62-64 Thorpe Road, Norwich |

Main Purpose of the Job:

To assist in the day to day management of the Authority's financial systems, with particular responsibility of reviewing and checking the work of the Finance Assistants. To reconcile control accounts, prepare quarterly VAT return, monitor cashflow requirements and produce notes for the statutory year end accounts.

Main Activities and Responsibilities:

1. Responsible for reviewing purchase/sales invoice and cashbook batches prior to posting on the financial system, checking for correct allocation to budget and VAT codes, checking prepayments and accruals are correctly identified.
2. Reviewing and authorising the weekly payment run, including the set up of new bank details.
3. Reconciling balance sheet control accounts including, but not limited to, salaries, suspense and loans.
4. Preparing monthly list of outstanding purchase orders.
5. Prepare and submit monthly ONS survey on salaries.
6. Prepare the quarterly VAT return.
7. Monitor cashflow requirements on a weekly basis to enable the investment of surplus funds.
8. Raise journals for processing into the financial system, as appropriate. Review and authorise journals produced by the Finance Assistants.
9. Produce notes to accompany the Statement of Accounts including, but not limited to, officers' remuneration, member allowances, external audit costs and related party transactions.
10. Prepare grant claims for externally funded projects and ensuring evidence required by the funders is provided.
11. Issue petty cash and orders to staff where appropriate.
12. Answer queries from staff and auditors in relation to financial activities and processes.
13. Undertake interim and final stock checks.
14. Assist with the audit of information centre and yacht stations.
15. Provide cover for the Finance Assistants and the Financial Accountant as required.

Person Profile

| Specification | Essential | Desirable |
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| Education & Qualifications | <ul style="list-style-type: none"> ▪ Evidence of at least three years' experience in a finance role. ▪ A-level or equivalent qualification. | <ul style="list-style-type: none"> ▪ AAT qualified or part qualified accountant. |
| Specialist Knowledge & Skills | <ul style="list-style-type: none"> ▪ Good technical accounting skills. This involves having knowledge of processes involved in the preparation of year end accounts and the ability to support the production of year end accounts, including complex notes, in compliance with governing legislation. ▪ Advanced numeracy skills in order to understand and interpret complex figures. ▪ Experience of using an electronic accounts package and of budgetary reporting. ▪ Advanced knowledge and experience of using IT systems, including Excel, Word and Microsoft Access. ▪ Good literacy skills in order to be able to explain complex information. ▪ Organisational skills to ensure that financial information is prepared within statutory and other deadlines. ▪ An awareness of International Financial Reporting Standards (IFRS) and International Accounting Standards (IAS). ▪ A good understanding of VAT, including the VAT rates in force, including their relevance when checking batches and preparing the VAT return. | <ul style="list-style-type: none"> ▪ Previous experience of local government accounting. ▪ Experience in the preparation of budgets. ▪ Ability to apply IFRS, or know when it should be applied and ask for help to apply it. ▪ An understanding of VAT in a Local Authority Environment. ▪ |

| Specification | Essential | Desirable |
|---|---|-----------|
| Mental Skills | <ul style="list-style-type: none"> ▪ Ability to analyse complex financial information. ▪ Ability to accurately input data and cope with prolonged periods of concentration. | |
| Interpersonal & Communication Skills | <ul style="list-style-type: none"> ▪ Developed interpersonal skills in order to liaise with colleagues, senior officers, auditors and VAT Inspectors/Advisers. ▪ Good communication skills to liaise with budget holders and staff in general, including the ability to explain financial information in an accessible way. | |
| Physical Skills | <ul style="list-style-type: none"> ▪ Ability to use a keyboard with precision and speed, in order to input or manage data for long periods of time. | |
| Initiative & Independence | <ul style="list-style-type: none"> ▪ Ability to organise and prioritise work according to the needs and demands of the organisation, with support from the Chief Financial Officer and Financial Accountant. ▪ Ability to work under pressure and meet tight deadlines. | |

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| Physical Demands | <ul style="list-style-type: none"> ▪ Ability to complete yearly stock-takes, including some light lifting as required. ▪ Sitting in a constrained position at a keyboard for prolonged periods of time. ▪ Limited occasional need for lifting or carrying equipment. ▪ | |
| Mental Demands | <ul style="list-style-type: none"> ▪ Ability to manage prolonged periods of concentrated mental attention. ▪ Ability to work to strict deadlines whilst managing considerable interruptions and conflicting pressures from the finance assistants and budget holders. | |
| Emotional Demands | <ul style="list-style-type: none"> ▪ Ability to manage regular demands from senior officers, suppliers and customers. ▪ Ability to deal with occasional difficult situations with regard to questioning lack of supporting documentation or errors in accounting for which may highlight indications of fraudulent activity. | |

| Specification | Essential | Desirable |
|---|--|---|
| Responsibility for People | <ul style="list-style-type: none"> ▪ Supply of accurate financial information to senior officers, on which critical operational and investment decisions are made. ▪ Work with budget holders to help understand transactions, including VAT. | |
| Responsibility for Supervision | <ul style="list-style-type: none"> ▪ Support provision of training and guidance to TIC staff on the use of tills and credit card machines. ▪ Point of contact for TIC staff should they have any problems with the tills. ▪ Ability to provide training and guidance to budget holders in the use of the finance system and procedures. | <ul style="list-style-type: none"> ▪ Experience of providing training sessions on the use of a finance system. |
| Responsibility for Financial Resources | <ul style="list-style-type: none"> ▪ Responsible for supporting the day to day operational management of finances, including accounting for receipts or invoices, authorising expenditures, budget monitoring, and income collection and generation. ▪ Responsible for handling cheques and daily accounting for very large sums of money in the form of cash, cheques and invoices. | |

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|--|---|-----------|
| Responsibility for Physical Resources | <ul style="list-style-type: none"> ▪ Checking the processing of large amounts of sensitive information. ▪ Handling large amounts of computerised data. ▪ Filing and storing records in an orderly manner to allow for easy referral at a later date. | |
| Working Conditions | <ul style="list-style-type: none"> ▪ The job involves minimal exposure to disagreeable working conditions. However, long periods of time in front of a VDU may cause eye strain and tense shoulders / neck. | |

Last updated: April 2024