JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: **Resources**	**Job Ref Number: 03945**
Service Area: **Financial Services**	**Grade: 5**
Job Title: Finance Technician	

PURPOSE OF JOB:

As a Finance Technician, you will report to the Senior Finance Technician. You will support senior Financial Services staff in the delivery of effective financial planning and performance management across revenue and capital budgets providing high-quality financial intelligence to underpin decision making. You will support and monitor delivery of services within a sound and compliant financial control environment. You will understand the needs and expectations of our customers and ensure prompt delivery of services, taking action to resolve queries and/or issues promptly and courteously.

TEAM STRUCTURE:



MAIN DUTIES:

1	Support senior finance staff to accurately monitor revenue and capital budget preparation, budget monitoring and closure of the final accounts.

2	Work with low-risk budget managers and support senior finance staff to provide financial intelligence underpinning the advice and guidance to budget managers. Assist in the delivery of effective financial planning and financial management in relation to all revenue and capital budgets.

3	Provide customers and colleagues with the provision of accurate and effective financial information including the implications of low-risk service development proposals and statutory changes.
4	Look to continuously improve services, identifying where possible, value for money savings and managing within allocated budgets.
5	Structure financial data relating to key income and expenditure drivers enabling problems to be solved.
6	Work with senior staff to provide financial intelligence underpinning budget manager advice and guidance.
7	Responsible for maintaining accounts, verifying and posting approved journals and budget virements.
8	To assist the budget setting process structure and monitor financial data relating to key income and expenditure drivers for low-risk budgets.
9	Work within a sound financial control environment including structured, efficient, and compliant financial systems.
10	Review Budget Holder outturn projections ensuring, in particular, that budgets are realistic, resources have been allocated promptly and outturn projections look reasonable in relation to spending to date.
11	Assisting with the development of systems, processes and reports to help improve the accuracy of outturn projections, particularly for large, more volatile and higher risk budgets.
12	Monitoring the delivery of efficiency savings throughout the year and reporting therein.
13	Assisting Budget Managers with the evaluation of the value for money provided by services
14	Assisting Budget Holders and Senior Managers in the development of detailed plans for use of grants and monitoring delivery of those plans, ensuring that grants are fully utilised
15	Supporting Budget and Spend Managers on the closure of accounts process adjusting the accounts through budget virements and journals to ensure that the Council's financial statements are accurate
16	To obtain information to enable FOI requests to be answered within the nationally set 20day response time.
17	To assist with the bank account reconciliation for Lincolnshire County Council.
18	Assis with the Council's statutory obligations including assisting with the completion of statutory returns and where appropriate any national and local performance indicators
19	As an employee, create a positive image of the County Council

20	Deliver good customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers
21	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice
22	To support the delivery of training and material for budget holders, Senior Managers, and for Financial Strategy, etc.
23	To undertake training in business-critical service areas to provide cover during peaks in service demand and periods of leave. This includes bank reconciliation cover.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Attained AAT Level 3 and studying towards Level 4. AAT Membership or working towards.	A	x	
GCSE English and Maths at Grade C / Level 6 or above	A	X	
Highly numerate, and able to work to a high level of accuracy.	A	X	
Complies with the values and behaviours of the council and displays a positive attitude when delivering their role.	I/P	X	
Good communication skills, ability to communicate effectively with senior officers in the council and external organisations	A/I/P	X	
Demonstrates ability to balance multiple responsibilities, prioritising based on urgency and service/customer relevance adapting quickly to the changing environment.	A/I/P	X	
Good presentation and report writing skills with the ability to be engage and explain complex information to a range of audiences.	A/I/P	X	
Good ICT skills covering Microsoft 365, Unit 4 BW and financial modelling tools.	A/I/P	X	
Able to establish strong relationships both internally and externally, building customers confidence in your advice and guidance.	A/I/P	X	
Self-motivated person with the ability to motivate others in a hybrid working environment	A/I/P	X	

Good analytical skills with the ability to methodically breakdown financial problems.	A/I/P	X	
You will also be able to work constructively as part of a team understanding your role and responsibilities.	A/I/P	X	
Awareness of the Council's constitution, financial regulations, financial procedures, and scheme of authorisation	I/P		x
Awareness of accounting standards including, CIPFA Code of Practice and International Financial Reporting Standards and the impact these have on the Council's Statement of Accounts.	I/P		x
*A = Application form T = Test/Assessment I = Interview P = Presentation			

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self–service to achieve maximum cost effectiveness.
The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.