

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area:
Resources

Job Ref Number: 03953

Service Area:
Financial Services

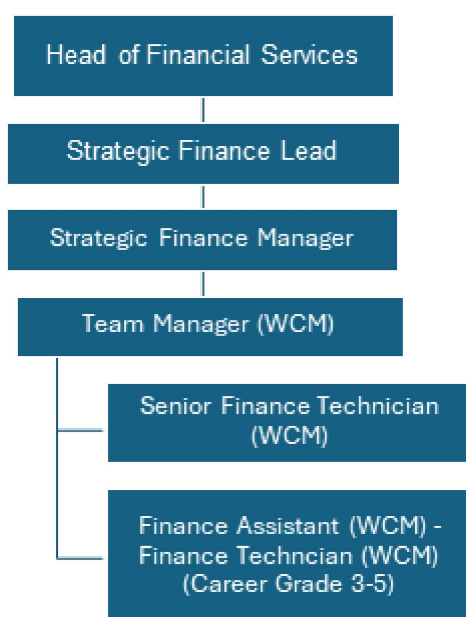
Grade: G5

Job Title:
Finance Technician (WCM)

PURPOSE OF JOB:

As a Finance Technician, you will report to the Senior Finance Technician, and will be responsible for delivering timely and accurate financial services. The role will support delivery of efficient and effective payments to suppliers for goods and/or services received and recovery of payments owed to the Council for products and/or services delivered. 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:

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| 1 | To timely process accounts receivable and incoming payments in compliance with financial policies and procedures |
| 2 | Implement and monitor financial controls and procedures including the completion of financial reconciliation for income and expenditure transactions. |
| 3 | Investigate and resolve invoice discrepancies and processing issues and resolve in a timely manner. Share the learning with colleagues to create a continuous improvement approach. |

4	To maintain supplier master data to ensure accurate supplier details
5	Maintain up-to-date knowledge of VAT rates and apply this understanding in day-to-day tasks
6	To provide a professional and timely accounting service in respect of credit control and accounts receivable ledger.
7	Ensure clients are accurately billed for goods and/or services and work with colleagues to ensure invoiced income is collected in a timely manner
8	Review debts owed and initiate the appropriate recovery action in accordance with Council policy, values, behaviours and legislation. Recommend actions targeted at resolving the amount owed.
9	Working within Financial Services operating procedures, provide advice and guidance into budget managers and finance colleagues to ensure the most appropriate method for paying out of LCC and paying into LCC is adhered to eg subscription invoices
10	Recording and reconciling all incoming financial transactions received. Preparing reports detailing financial performance across the team, acting on what the reports are indicating within the autonomy of the role.
11	Contact debtors personally to understand any challenges resulting in delays in payments liaising with originating service where necessary to ensure resolution.
12	Where vulnerable customers (as defined by the Debt Management Policy) escalate potential financial distress, agree a payment plan in accordance with the Debt Management Policy.
13	Supporting Budget and Spend Managers with working capital processes ensuring prompt processing of both Accounts Payable and Accounts Receivable.
14	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators
15	Deliver good customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers
16	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct to uphold standards of best practice
17	Assist with the Council's statutory obligations including assisting with the completion of statutory returns and where appropriate any national and local performance indicators
18	Look to continuously improve services in area of responsibility, identifying where possible efficiencies in process. Proactively manage the implementation of agreed service changes to own area of work
19	As an employee, create a positive image of the County Council
20	To obtain information to enable FOI requests to be answered within the nationally set 20-day timescale.
21	Responsible for the completion of all mandatory training requirements of the role within stated timescales including but not limited to Information Governance and Safeguarding and ensure these are applied daily.
22	Ensure compliance with Equality and Diversity policies of LCC in relation to financial activities.
23	Responsible for undertaking Continuing Professional Development, applying the learning to enhance service delivery. Create a continuous improvement

	approach to the role and feeding in the wider LCC business performance improvement programme.
24	Comply with Health and Safety policies and procedures.
25	To deliver within LCCs Information Governance principles ensuring the safe and confidential capturing, handling, transfer and storage of client data.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Attained AAT Level 4 and working towards AAT Membership	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 people skills maintaining composure in uncertain or challenging situations.	A/I/P	X	
Good communication skills, ability to communicate effectively with senior officers in the council and external organisations applying both written and verbal skills	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	
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	
Computer literate 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 and solve financial problems.	A/I/P	X	
Awareness of the Council's constitution, financial regulations, financial procedures, and scheme of authorisation	I/P		X
*A = Application form T = Test/Assessment I = Interview P = Presentation			