

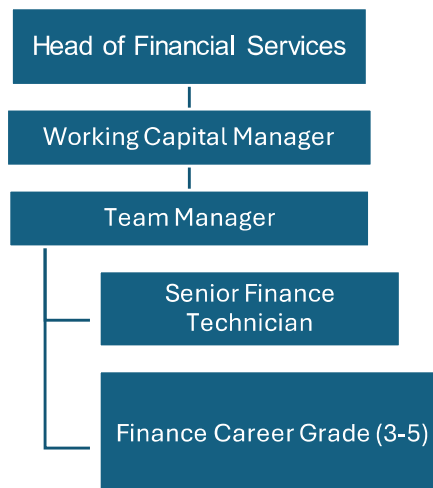
JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources	Job Ref Number: 03954
Service Area: Financial Services	Grade: G4
Job Title: Finance Assistant	

PURPOSE OF JOB:

As a Finance Assistant, you will report to the Finance Technician and will be responsible for delivering services within a comprehensive Accounts Receivable and Accounts Payable service. The role will provide flexible and resilient support to team colleagues and our clients. 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	To process invoices and payment requests ensuring timely payments
2	Recording and reconciling all incoming financial transactions received. Preparing reports detailing financial performance across the team, highlighting opportunities and risks to the Finance Technician where performance differs from expectations.
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	Process accounting receivables and incoming payments in compliance with financial policies and procedures
5	Ensure clients are accurately billed for goods and/or services and work with colleagues to ensure invoiced income is collected in a timely manner
6	Working within Financial Services operating procedures, ensure the most appropriate method for paying out of LCC and paying into LCC is adhered to eg subscription invoices

7	To deal with incoming and ongoing correspondence within a timely manner, actioning incoming emails in a timely way and filing accordingly.
8	To provide a high-quality, timely customer service to both internal and external customers and always promote Equality and Diversity. Co-ordinate effective communication and good working relationships.
9	To operate and update client records accurately and within defined areas of responsibility, complying with all policies and within agreed timescales.
10	To deliver within LCCs Information Governance principles ensuring the safe and confidential capturing, handling, transfer and storage of client data.
11	To take personal responsibility for completing allocated areas of work as part of individual and team objectives and identify any improvements to operational processes, ensuring best use of resources.
12	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.
13	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional code of conduct in order to uphold standards of best practice.
14	Assisting with the development of systems, processes operated to deliver the expectations of the role, continuously improving the service provided.
15	Work within a sound financial control environment including structured, efficient, and compliant financial systems.
16	Ensure compliance with Equality and Diversity policies of LCC in relation to financial activities.
17	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.
18	Comply with Health and Safety policies and procedures.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Attained AAT Level 3 and working towards AAT Level 4	A	X	
5x GCSE at Grade C / Level 6 or above including Maths and English	A	X	
Good numeracy skills, and able to work with 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	
Ability to respond quickly and positively to changing priorities	A/I/P	X	
Good ICT skills covering Microsoft 365, Unit 4 BW and financial modelling tools.	A/I/P	X	
Self-motivated person in a hybrid working environment	A/I/P	X	
Demonstrates problem solving capabilities.	A/I/P	X	

Demonstrates analytical skills with the ability to methodically breakdown financial problems	A/I	X	
Experience in dealing with members of the public, understanding of what good customer service looks like	A/I/P	X	
Good people skills maintaining composure in uncertain or challenging situations.	A/I	X	
Ability to manage own workload effectively and ability to prioritise actions arising from client contact.	A/I	X	
Awareness and adherence of Financial Procedures, Policies and Legislation.	A/I	X	
Committed to personal development	A/I	X	
You will also be able to work constructively as part of a team understanding your role and responsibilities.	A/I	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.