

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 03951

Service Area: Financial Services

Grade: G7

Job Title: Senior Finance Technician

PURPOSE OF JOB:

As a Senior Finance Technician, you will report to the Team Manager, and will be responsible for:

Management of team members

To manage members of the team to deliver robust financial services

Financial Management

Deliver timely working capital management services ensuring efficient and effective end-to-end processes.

Strong Financial Governance

Deliver a sound and compliant financial control environment. To ensure delivery of financial services aligned to Financial Regulations, Procedures and Policies.

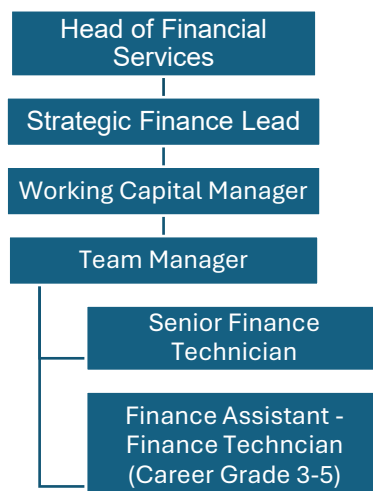
Provide Technical Expertise

Anticipate financial risks and/or opportunity providing technical expertise to mitigate / minimise / risk and maximise opportunities.

Customer Focused

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 provide a professional and timely accounts receivable and accounts payable service, reconciling sales and purchase ledger accounts in accordance with the agreed financial timetable.
2	To develop and continuously evolve the feeder processes into the Council's bank reconciliation process maximising use of systems to deliver an automated, best practice, matching rate.
3	Accountable for client funds ensuring the necessary controls are in place and adhered to.
4	Responsible for the accurate processing of income/lodgement expertise and providing advice and guidance to customers to ensure efficiency end-to-end processes.
5	Deliver effective income collection from clients aligned to the Councils Debt Management Policy.
6	Investigate and resolve complex, often contentious, customer complaints ensuring resolved in a timely manner. Share the learning with colleagues to create a continuous improvement approach.
7	To deliver all processing activities in accordance with legislation and Council policies.
8	Responsible for the effective management of the day-to-day operations and performance of payments to and by the Council. This includes payments for goods/services, foster care service payments and direct payments into client accounts.
9	Responsible for establishing efficient and effective payment methods into the Council eg direct debit, on-line.
10	To assist the Team Manager in the continuous review and maintenance of operating procedures, ensuring compliance with financial procedures, using experience gained to recommend improvements to their effectiveness.
11	Review complex, often contentious, 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.
12	Advise and process applications for Deferred Payments Agreements within required timescales, ensuring that all qualifying criteria are met & all the necessary documentation is provided. Calculate Service User eligibility for a Deferred Payment Agreement and evidence decisions to either accept or refuse applications. Liaise with Legal Services to formalise the Deferred Payment Agreement.
13	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.
14	Deliver advice and guidance to budget and spend managers ensuring prompt processing of both Accounts Payable and Accounts Receivable.
15	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators
16	Deliver good customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers
17	Keep up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct to uphold standards of best practice
18	Look to continuously improve services in area of responsibility, identifying where possible potential efficiencies in process. Proactively manage the implementation of agreed service changes to own area of work.
19	Promote the Council's values and behaviours to create a positive work environment and image.
20	To obtain information to enable complex FOI requests to be answered within the national set 20 day response time.
21	Ensure compliance with Equality and Diversity policies of LCC in relation to financial activities.

22	Responsible for the completion of all mandatory training applicable to the role in accordance with LCC employment policies including refresh within the stated timescales.
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 for staff ensuring risk assessments are carried out to minimise and/or mitigate risk to staff.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
AAT membership or Degree level qualification.	A	X	
Highly numerate, and able to work to a high level of accuracy.	A	X	
Adheres to the Professional Code of Ethics, complies with the values and behaviours of the council and displays a positive attitude when delivering their role.	A/I	X	
Good knowledge 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.	A/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	A/I/P	X	
Good team management skills with experience of creating a learning environment	A/I	X	
Good at balancing 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	
Good staff management skills	A/I	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 complex financial problems and articulate potential solutions clearly and without jargon.	A/I/P	X	
Good ability to establish financial performance reporting aligned to the councils' objectives and the operating environment	A/I/P	X	
To understand and have awareness of the impact of decisions, recommendations and advice of equality and diversity.	A	X	

Adheres to the Council's constitution, financial regulations, financial procedures, and scheme of authorisation	I/P		X
Basic change management and project leadership skills	A/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.