JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources	**Job Ref Number: 03944**
Service Area: Financial Services	**Grade: G7**
Job Title: Senior Finance Technician	

PURPOSE OF JOB:

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

Management of team members

To manage members of the team to deliver robust financial services.

Financial Management

To provide senior Financial Services staff, Budget Managers and Spend Managers with effective financial planning and performance management across revenue and capital budgets. To develop comprehensive and high-quality financial intelligence to underpin decision making.

Financial Governance

Deliver within a sound and compliant financial control environment.

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	Support senior finance staff to accurately monitor revenue and capital budget preparation, budget monitoring and closure of the final accounts.
2	Work with budget managers and support senior finance staff to provide financial intelligence underpinning budget manager advice and guidance.
3	Working with colleagues, provide accurate and effective financial intelligence and advice aligned with accounting standards, financial planning, and corporate objectives.
4	Deliver effective financial planning, financial management and performance management in relation to all revenue and capital budgets for service areas.
5	Provide advice and complete financial modelling on the implications of low-risk service development proposals and statutory changes maximising opportunities and minimising risks.

6	Provide constructive challenge to existing processes to drive efficient and effective service delivery.
7	Breakdown problems and use experience and judgement to evaluate potential options for resolution.
8	As part of the budget setting process, identify, structure, and monitor financial data relating to key income and expenditure drivers. Working with budget and spend managers understand and cost budget pressures and opportunities for future years.
9	Work within a sound financial control environment including structured, efficient, and compliant financial systems.
10	Review and challenge Budget Manager 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	Assist with the development of systems and processes to help improve the accuracy of outturn projections, particularly for large, more volatile and higher risk budgets.
13	Monitoring the delivery of efficiency savings throughout the year and reporting therein.
14	Assisting Budget Senior Managers with the evaluation of the value for money provided by services.
15	Assisting Budget Holders and Senior and Spend Managers in the development of detailed plans for use of grants and monitoring delivery of those plans, ensuring that grants are fully utilised.
16	Assisting with the completion of statutory returns.
17	Advise Budget Holders and Senior Managers on the closure of accounts process. Responsible for adjusting the accounts through budget virements and journals, in accordance with Financial Procedures, ensuring accurate financial statements are completed.
18	To obtain information to enable complex FOI requests to be answered within the national set 20-day response time.
19	Provide technical expertise, guidance and support to staff involved in service delivery across the Council, including the preparation and delivery of training material.
20	Develop and maintain relationships with commissioners, service users, stakeholders, partners and potential providers.
21	To manage and motivate members of staff to deliver effective financial services. Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
22	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.
23	Continuously develop oneself and contribute to the development of individuals across the Council coaching, mentoring and motivating staff to achieve performance excellence.
24	Maintain professional awareness, keep up to date with changes to legislation and accounting standards.
25	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.

26	Keep up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct to uphold standards of best practice.
27	Proactively support the implementation of agreed service changes ensuring new processes are embedded, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.
28	Ensure compliance with Equality and Diversity policies in relation to financial activities. Promote the Council's values and behaviours to create a positive work environment and image. Comply with Health and Safety policies and procedures for staff ensuring risk assessments are carried out to minimise and/or mitigate risk to staff.
29	To undertake training in business-critical service areas to provide cover during peaks in service demand and periods of leave. This includes treasury cover.
30	Responsible for the completion of all mandatory training applicable to the role in accordance with LCC employment policies including refresh within the stated timescales.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
AAT membership or equivalent, relevant, 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 communication skills, ability to communicate effectively with senior officers in the council and external organisations	I/P	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	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	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.	I/P	X	
Basic change management and project leadership skills	A/I/P		X
Adheres to the Council's constitution, financial regulations, financial procedures, and scheme of authorisation	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.