

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Property Finance Officer
Salary:	£48,710 to £51,802 per annum
Grade:	Grade 13
Hours:	37
Team:	Estates, Assets and Investment
Service Area:	Property and Assets
Primary Location:	County Hall, Oxford OX1 1ND
Budget responsibility:	Authority to authorise financial transactions. Orders and invoices (goods and capital)– £100k
Responsible to:	Operational Manager – Estates
Responsible for:	Property Finance Assistant & Utility Validation Officer

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

The purpose of this job is to provide professional financial services and advice to support the delivery of the Estates, Assets, and Investment functions with responsibility for overseeing the property accounting function for this portfolio.

The post will provide analysis and reporting of financial data to inform the work of the function ensuring compliance with the council's financial regulations and using the applicable corporate financial systems and procedures.

As the Property Finance Officer, the post holder will be accountable for the following services: -

- To support colleagues within the Estates, Assets and Investment team and Council budget holders in the budget monitoring and forecasting process for revenue budgets, including assisting in the provision of financial information.
- To plan and facilitate monthly meetings with Estates colleagues and the Council's cost centre manager to discuss budget monitoring and forecasting.
- To create payment plans on the Council's financial system for budget holder approval ensuring they are aligned with the correct cost centre and liaising with the accounts function to ensure payments and income are dealt with in a timely manner.

To collaborate with our Residents, Staff, Members, Partners and Suppliers to ensure the delivery of required outcomes, in a consistent way, using the right skills and the most appropriate delivery vehicles.

To drive continuous improvement so we can be even more ambitious for our organisations and communities in the future.

To support our Organisation, People and Partners to look forward, using analysis and evidence to inform plans, manage risks appropriately, apply insight and manage markets to ensure the delivery of effective services for our local people.

To learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.

The postholder will be expected to act as a senior advisor to the Operational Manager for the service, providing detailed information on operational issues, service delivery and management of staff to enable effective service planning and decision-making.

The role will require working with staff at all levels of the organisation, therefore being able to build positive working relationships and effectively communicate complex, professional advice is vital.

Job Responsibilities

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.

Strategy and Decision Making

- To ensure the delivery of the aims and ambitions of the Council, as set by the Councils Leadership Team, specifically relating to the management of expenditure with Third Parties.
- To work closely with colleagues to deliver the agreed priorities for the Service, ensuring quality and value for the Councils and their Partners.
- Identifying new opportunities for commercial activity, which grow the services trading capacity and capability with public and private partners.
- Embed a culture of continuous improvement, building skills and knowledge amongst staff across the property services functional area.

Relationships and Stakeholder Management

- To build and promote relationships across the Council, its Suppliers and other Partners which deliver effective and consistent services, and which represent value for money.
- To engage with staff and stakeholders to shape and agree priorities and objectives in line with the service plan and relevant corporate policies & external legislation.
- To contribute to the development of advice, written reports and briefings relating to procurement and contract management activity to Members the Councils Leadership Teams, Programme Boards, Committees, MPs, and other stakeholders as required.

Technical / Professional

As the Property Finance Officer, the post will deliver the following activities: -

- To provide input as necessary for the monthly financial monitoring reports for the Estates, Assets and Investment Team as required by the Joint Property Senior Management Team.

- To advise where journals, virements and accruals are required and raise as appropriate with the corporate finance team.
- To provide forecasting to assist the Council in the preparation of the Revenue Outturn Return in accordance with agreed timetables and to agreed standards.
- To prepare service charge budgets where appropriate, interrogating the Council's finance system for information and liaising with colleagues as required
- To manage and resolve all financial queries from clients, colleagues and third parties.
- To provide financial information to colleagues to assist with strategic property reviews
- To provide input as appropriate into development appraisals, e.g. discounted cash flows for the preparation of business cases.
- To support the preparation of financial information required for government and statistical returns in accordance with agreed timetables.
- To respond to queries from the Council's external auditors in relation to property financial information.
- To undertake business analysis as appropriate to inform options appraisals and business cases.
- To support the procurement of energy contracts for the operational portfolio and the payment of utility bills. To ensure compliance with financial services acts, financial regulations, Council standing orders, policies and procedures, particularly confidentiality and data protection
- To work with Estates Data Team in completing VOA requests for the portfolio
- To manage and provide guidance and oversee the work of the Assistant finance Officer and Utility Validation Officer
- To undertake any other reasonable duties that may be required.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
Educated to with relevant professional qualification – Chartered Accountant (CIMA)/ACCA	A / I
Experience working in a finance and accounting role preferably within the public sector or property related environment.	A / I
Commercial awareness and business acumen.	A / I
Experience of maintaining financial records, budgets and case files.	A / I
Experience of preparing financial reports and analysis for senior stakeholders and decision-makers.	A / I

Ability and skill to make important financial assessment and decisions affecting outcomes.	A / I
Ability to use own judgment in negotiating financial arrangements with colleagues and contractors to achieve positive outcomes.	A / I
Excellent communication, presentation and written skills, with the ability to prepare clear and concise reports.	A / I
Experience in managing and developing a small team	A / I
Understanding and experience using data, financial information and performance measures to produce meaningful reports and evidence to support recommendations.	A / I
Proficient in MS Office skills (Excel, Outlook, SharePoint, etc.)	I
Understanding the need to comply with the Council's constitution, including its contract and financial procedures and regulations	A / I
Desirable Criteria	Assessed By:
Local authority experience performing a similar role	A/I
Ability to fulfil driving requirements of the role	A/I
Understanding the need to comply with the Council's constitution, including its contract and financial procedures and regulations	A/I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input checked="" type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring

<input type="checkbox"/>	Other (please specify):
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Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.