**Job Description**

# Section A: Job Profile

*The job profile outlines 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

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| Job Title: | Assistant Finance Officer – p/t Fixed term |
| Salary: | £19,449 per annum (pro-rata based on a 23-hour working week) |
| Hourly rate |  |
| Grade: | G8 |
| Hours: | 23 hours per week for 12 weeks  |
| Team: | Financial Systems and Support |
| Service Area: | Financial Services  |
| Primary Location: | County Hall, Oxford OX1 1NDPlease note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process |
| Budget responsibility: | None |
| Responsible to: | Various |
| Responsible for: | None |
| Political Restricted Post: | No |

## Job Purpose

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| You will be supporting the wider Financial Systems and Support team with financial systems monitoring administration and processing.You will operate flexibly across Finance, providing finance and accounting support for projects and other finance teams as priorities dictate. |

## Job Responsibilities

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| * Provide financial administration monitoring and processing support including goods receipt/invoice receipt reconciliations; onetime payment processing; investigation and correction of duplicate payments; financial interface files administration - support and monitoring; purchasing cards assurance - monitoring and administration and unidentified income investigation.
* Provide support to teams with raising customer invoices, issuing customer credit notes and refunds.
* Support the Income and Banking Manager with the administration of bank accounts and user access to bank accounts.
* Support the Purchase-to-Pay Lead with the corporate purchasing administration and compliance.
* Assist with systems implementation testing and Purchasing Card Industry (PCI) administration as directed.
* Act as a confirmation officer for treasury management, as required.
* Support Finance teams as priorities dictate, for example with the recording and analysing of data, obtaining financial reports, financial administration of organisational structure changes etc.
* Any other duties as may be deemed necessary to carry out the full remit of the role.

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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - 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.

|  |  |
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| Essential Criteria | Assessed By: |
| Significant relevant experience in financial administration and accountancy. | A,I |
| Good knowledge and understanding of financial management systems and procedures, including accounting, cost centre management, payments, income, and banking  | A,I |
| Good knowledge and understanding of financial control, financial risk management and corporate governance; including the regulatory framework that governs the operation of financial systems | A,I |
| Strong ICT skills including extensive knowledge and ability to use spreadsheets; and able to utilise business systems effectively | A,I |
| Experienced in delivering training and customer support | A,I |
| Experienced in analysing and interpreting data and presenting it in an understandable format | A,I |
| Good communicator, who communicates clearly and openly in order to inform, instruct, persuade and encourage feedback. | A,I |
| An aptitude for working collaboratively with colleagues, and partners in problem solving and making informed and insightful decisions  | A,I |
| Has excellent attention to detail, working accurately with the ability to work on own initiative, or effectively as part of a team. | A,I |
| A lateral thinker who is highly motivated, positive and inquisitive with an aptitude for learning, problem solving, developing innovative ideas, and continuous improvement | A,I |
| Willing and flexible attitude with excellent organisation and time management skills | A,I |
| Behaviours and key competenciesThe following are the generic behaviours expected from all finance staff * Has a positive and optimistic attitude
* Always looks to improve ways of working
* Is inquisitive and actively owns and seeks to solve problems
* Takes personal responsibility to find things out and develop and share knowledge
* Communicates and collaborates pro-actively
* Builds trust-based relationships
* Demonstrates ethical behaviours as set out in the ethical standards framework.

These staff behaviours will be demonstrated in conjunction with the following key competencies* Is commercially aware – i.e. understands the cost drivers and true costs of services and considers the value in everything we do.
* Able to listen, understand and respond constructively to the viewpoints of others.
* Able to challenge constructively, join the dots and see the wider implications, across services, processes and issues.
* The ability to communicate clearly and openly with others in order to inform, instruct, persuade and encourage feedback.
* Demonstrates a ‘can do’ attitude and focuses energy and commitment on achieving positive results that are critical to the organisations success.
* Understands the role of the organisation, and the needs and expectations or internal and external customers, working professionally and innovatively to meet or exceed those needs and expectations
* Demonstrates an open mind to challenge traditional approaches in a positive way, develops innovative idea, solves problems and continually improves performance.
* Collaborates and consults with others effectively, in joint pursuit of team and organisational goals.
* Understands the environment in which the organisation operates and considers the financial and wider commercial implications of their decisions and actions.
* Demonstrates the appropriate level of specialist knowledge and skills required to effectively fulfil the role and ensure continuous development
 | A,I |
|  |  |
| Desirable Criteria | Assessed By: |
| AAT Qualified or part qualified with training ongoing | A,I |
| Knowledge of the financial framework in which the Council operates e.g. Constitution, Financial Procedure Rules / Regulations | A,I |
| Relevant experience in Local Government | A,I |
| Relevant experience of using SAP | 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](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

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

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# 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).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | 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) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| --- | --- |
| [ ]  | Other (please specify):  |