

<b>Post Title:</b>	<b>Finance Technician</b>
<b>Grade:</b>	<b>7</b>
<b>Section:</b>	<b>Financial Services</b>
<b>Responsible To:</b>	<b>Principal Corporate Accountant</b>
<b>Date Prepared:</b>	<b>November 2023</b>

### **Job Purpose and Work Objectives**

To provide support in the following:

- Maintaining and operating systems for:
  - Processing financial transactions
  - Generating financial information
  - Maintaining financial control
  - OneFinance FMS
- Producing financial statements having applied appropriate accounting policies.
- Producing financial and performance monitoring reports for Members and officers.
- To supervise the transactional operations of systems and processes and resolving technical issues.
- To demonstrate a professional and positive manner at all times and champion the success of the finance service and the wider authority.
- Maintain procedure notes.

### **Service Specific Responsibilities**

Duties will include some, or all of the following:

- Supporting the Financial Services Manager in ensuring Financial Services offers a customer focused service and strives to be innovative in developing continuous improvement.
- To provide financial technical and operational support to our Companies.
- Supporting the preparation of capital and revenue estimates.
- Supporting the preparation, and review, of capital and revenue financial monitoring information and other reports.

- Supporting the closure of service accounts in accordance with the corporate closedown timetable.
- Responsible for balance sheet reconciliations, as directed, ensuring that imbalances are investigated and resolved in a timely manner
- Assist in the production of the Annual Statement of Accounts taking responsibility for specific areas as directed.
- Assist in the production of cash flow estimates and statements.
- Undertake regular documented financial reconciliations of core financial systems, including the correction of errors.
- To undertake the daily treasury management activity as directed by the Financial Services Manager.
- To administer the Parish Precepts process.
- To administer insurance claims and insurance renewals.
- To support the Team Leaders and Principal Accountants in the management of the following day to day transactional operations:
  - Sundry debtors
  - Creditors
  - Banking
  - Payroll and pension payovers
  - Systems administration
  - Capital accounting
  - Completion of the VAT/CIS
  - Collection Fund
  - Value for money.
- To provide supervision and cover as required to ensure continuity of service for activities undertaken by Finance Assistants.
- To be responsible for the preparation of statistical and government returns.

## **General**

- Undertaking analysis and costing work as directed by the Finance Business Partners.
- Undertaking benchmarking and research and analysis work and reporting of financial information as directed.
- Liaising with external and internal customers, agencies and partners as required.
- Attending training courses to keep up to date on legislative and best practice changes and maintaining AAT CPD.
- Undertaking any other duties as may be determined from time to time within the general nature and scope of the post and commensurate with the salary paid. Duties outside the scope of the post may also be undertaken with the consent of the post holder.

## **Corporate Management Framework**

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all their entire staff share this commitment. As part of this

commitment all staff will attend a safeguarding briefing as part of their induction and be expected to familiarise yourself with the safeguarding policy.

### **Understanding and Promoting Core Values and Behaviours**

The post holder is required to be proficient in all areas within Level Two of the Council's Behaviour Framework.

In fulfilment of the role, the post holder will be expected to be aware of, take account of and demonstrate the Council's agreed core values and behaviours.

### **Working corporately and with partners.**

Where necessary, to assist and actively contribute to the development and delivery of corporate or partnership projects/initiatives.

### **Consistent approach - working to the agreed codes of practice.**

Where applicable, the post holder will be required to work in line with agreed Codes of Practice

### **Health and safety, regulatory and legal**

- To give due consideration to Health and Safety in the carrying out of duties.
- Comply with the Freedom of Information and General Data Protection Regulation legislation.
- Complete mandatory training within agreed timescales.
- Conduct Health & Safety practices that protect yourself, colleagues and customers ensuring procedures are undertaken and reviewed to identify areas of concern.
- Report any suspicious activity in accordance with the Council procedures.
- Understand the legal and regulatory framework in which the role will operate and work within it.

**Note:** This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and responsibilities associated with and covered by the grading of the post.

Management has the right to vary the duties after consultation with you.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



If you require this Job Description in another format eg large print, please contact Customer Services on 01427 676676, by email [customer.relations@west-lindsey.gov.uk](mailto:customer.relations@west-lindsey.gov.uk) or by asking any of the Customer Services staff.

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