Role Profile

Part A- Grade & Structure Information

Job Family Code	**7BF**	**Role Title**	**Senior Finance Assistant**
Grade	PS7	**Reports to (role title)**	**Finance Team Leader**
		Directorate	**Children, Families, Learning and Communities**
JE Band	228-268	**Division**	**Commissioning**
		Team	**Finance Business Support**
		Date Role Profile created	**Jan 2019. Last reviewed Oct 22**

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	The Senior Finance Assistant provides co-ordinated and comprehensive financial support throughout the Directorate in accordance with the County and Directorate Financial Procedures. Support the budget planning and monitoring activities for the Directorate budget to facilitate the delivery of cost-effective services. Work collaboratively with team members to provide a high quality and efficient finance service to support the Directorate's overall aim to improve outcomes for children. Undertake financial functions, use SAP & ContrOCC and assist in the accountancy cycle of budget monitoring and closure of accounts. Work with the Finance Team Leader to establish objectives and manage Finance Assistant workloads, organising and prioritising work to meet strict financial deadlines. Provide comprehensive support to a group of senior staff, ensuring confidentiality, to support the efficient operation of children's services finance functions that are in line with corporate objectives. Play a key role in the provision of a high quality and responsive finance service to operational teams and front-line staff. Continuously applying improvements to increase customer satisfaction and working collaboratively to maintain a consistency of approach across the Directorate.
Work Context	The council's children's services provide a range of highly specialist services to children and young people who are vulnerable and support children and young people to reach their potential. Services are delivered directly to children and their families within extensive statutory frameworks. The Commissioning division works with a range of professionals and disciplines to secure delivery of better outcomes for children and families and best value for money.
Line management responsibility	None
Budget responsibility	None

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Analysis, Reporting & Documentation • Prepare reports/statistics/briefings to meet statutory/management information requirements. • Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team. Customer Service & Support • Deliver a range of administrative and/or customer/consultancy services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. May authorise transactions where appropriate. • Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers. Planning & Organising • Provide comprehensive support to a group of senior staff, ensuring confidentiality, effectively organising internal and external activities/events to support the delivery of efficient services. • Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed. Finance/Resource Management • Maintain financial, and/or stock records, and review data to contribute to resource planning. Work with others • Maintain a network of contacts, drawing on support and advice from others to resolve problems. • Communicate and liaise with service users and/or external contacts, representing the team/service as required. • Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives. People Management • May guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Educated to A level or equivalent, or able to evidence ability at an equivalent level. • Relevant HR, Management, business administration or financial qualification to NVQ Level 3, or able to evidence knowledge and understanding of relevant disciplines. Willingness to study for a relevant professional qualification if appropriate. • For some roles a relevant degree may be required. • Good IT skills. • Ability to work with others to improve customer service. • Good written and oral communication skills with the ability to build sound relationships with customers to improve customer service. • High level administrative/organisational and analytical skills. • Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Previous relevant work experience. • Experience of maintaining and improving business/ database systems/secretarial processes and systems (as appropriate).

Details of the specific qualifications and/or experience if required for the role in line with the above description	• Familiar with one or more of the specific processes used in the relevant discipline. • Ability to guide and support less experienced or more junior colleagues (for some roles). • Evidence of continuous training and personal development • Experience of working within similar environment. • Demonstrable high level of confientiality. • DBS check will be required • Evidence of using feedback to develop, reflect and learn from own behaviour, identifying impact of actions on others.
Role Summary	Roles at this level provide a comprehensive business support service in a defined service or functional area, or provide specialist support services. Many will possess technical rather than professional expertise in the main disciplines, or have substantial experience of administrative procedures to enable them to guide and advise others. There will be minimal day-to-day supervision, but clear guidance is available. The roles will plan for the weeks ahead and prioritise to accommodate non standard work. They often require understanding of complex procedures and support systems, and the ability to allocate workload and react to changing priorities. Although most work will follow established patterns, initiative is needed to handle processes and resolve problems and queries based on experience and judgement, mainly without reference to others. These roles may work alone instead of as part of a team, or the system or process used may require specialist knowledge or experience. Some roles involve supervision of staff, others involve undertaking specialist functions or the provision of a broad comprehensive business admin services.

Reference Number	**BM-2019-349**