

## Role profile

<b>Job Title:</b>	Finance Officer – Adults Operational Finance	<b>Grade: 7</b>	<b>Spinal column point range:</b> 23 - 25
<b>Department:</b>	Adults Finance Operations Team	<b>Post no.:</b>	<b>P003736, P003740, P046607, P065530</b>
<b>Directorate:</b>	Resources	<b>Location:</b>	Perceval House

<b>Role reports to:</b>	Adults Finance Operations Manager
<b>Direct reports:</b>	N/A
<b>Indirect reports:</b>	N/A

## Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a

**Disclosure and Barring Service (DBS) check.**

### Purpose of role

- To assist in the efficient and effective provision of a comprehensive accounts payable function, including all aspects of the invoice payment process, sundry debtors, imprest bank and personal account maintenance and reconciliation and the year-end closing of accounts, in accordance with statutory requirements and the Council's policies and procedures.

### Key accountabilities

- To ensure that payments for all Residential/Nursing Service Providers, Homecare Service Providers and Direct Payment clients are processed and paid via a records management database system in line with the 4-week payment timetable and they are advised of the payments to be received.
- To set up new suppliers for Residential/Nursing and Homecare service providers and Direct Payment clients on the Council's payment system and arrange for bank details/ supplier details to be amended as and when required.
- To ensure that purchase order requisitions are raised promptly, and all invoices are paid within the Council's payment terms, monitoring the status of payments and liaising with the Payments Team to resolve any payment queries.

- To ensure that sundry debtor invoices are raised promptly and correctly on the Council's debt recovery system, the progress is monitored, and appropriate recovery action is taken.
- To ensure that imprest bank and petty cash accounts are reconciled and reimbursed monthly and any errors are identified and resolved prior to reimbursement.
- To maintain a petty cash float of £200 to be used in conjunction with the Adults Finance Operations imprest bank account as and when required and to assist in counting cash and checking the denominations up to a maximum value of £6200 on a monthly basis
- To assist with the closure of accounts including preparing working papers and accruals schedules to meet corporate deadlines.
- To ensure that TCES prescription pads are ordered and distributed to Adults Services teams as and when required.
- To ensure that reconciliations are carried out and queries are identified and resolved for the following areas: Residential/Nursing & Homecare Service Provider payments, Direct Payment client payments, imprest bank and petty cash accounts & TCES Prescriptions.
- To process & upload journal transfers relating to imprest accounts, Homecare Block contracts & other payments onto the Council's General Ledger system quarterly or as and when required.
- To provide verbal and written financial information, advice and guidance to staff on the Council's financial regulations and best practice.
- To ensure effective liaison with statutory and external agencies such as residential/nursing, homecare service providers, sundry suppliers and debtors, particularly in relation to addressing and resolving payment queries efficiently.
- To assist in reviewing and updating documentation and procedures.
- To promote and implement all the Council's policies and procedures including equalities and diversity, health and safety, customer care, security and the use of assets and data.

- To undertake other duties and responsibilities of a similar nature, which reflect the level of those described above that may be required.

### **Key relationships (internal and external)**

- Finance/Income Team
- Providers / Care Agencies / Other External Organisations
- Homecare / Placements/ Brokerage Teams
- Payments / Procure 2 Pay
- Corporate Finance
- Records Management / Mosaic Team
- Direct Payments Team/ SENTA Team
- Corporate Collections

### **Authority level**

- Represent the Adults Finance Operations Team as and when required.
- Deputise for the Business Management Team Leader on areas of expertise
- Issuing petty cash up to £200 to staff
- Counting cash and checking denominations up to the value of £6200

## Person specification

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### Essential knowledge, skills and abilities

1. Experience and in-depth understanding of basic accounts payable principles and procedures which should include financial monitoring and control.
2. Demonstrate experience of strong customer service and strong organisational skills with the ability to prioritise, multitask and be solutions orientated.
3. Ability to build effective relationships and communicate effectively, both verbally and in writing with colleagues, suppliers and service users and their representatives
4. Ability to use Microsoft Office, Outlook, word & excel to produce written communication, input data and produce management information in the form of spreadsheets
5. Working knowledge of Microsoft Office Excel skills are vital: including familiarity and proficiency with filters, Pivot tables, VLOOKUP, SUMIF and COUNTIF formulas, remove duplicates and Text to Columns functions – **TO BE TESTED**
6. Commitment to team-working with demonstrable experience of working in multi-functional teams to produce a positive outcome.

### Essential qualification(s) and experience

1. Experience of raising purchase orders and invoice processing
2. Experience of carrying out reconciliations on payments to Service Providers and Customers
3. Experience of using financial management systems
4. Experience of using MS Excel – to be tested

## Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place</li> <li>• Can see and appreciate things from a resident point of view</li> <li>• Understands what people want and need</li> <li>• Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>• Does what they say they'll do on time</li> <li>• Is open and honest</li> <li>• Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships</li> <li>• Offers to share knowledge and ideas</li> <li>• Challenges constructively and respectfully listens to feedback</li> <li>• Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost</li> <li>• Brings in ideas from outside to improve performance</li> <li>• Takes calculated risks to improve outcomes</li> <li>• Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making</li> <li>• Makes things happen</li> <li>• Acts on feedback to improve performance</li> <li>• Works to high standards</li> </ul>