



Job description	
Job title	FINANCE OFFICER (Generic Post)
Grade	GRADE G
Directorate	EXECUTIVE DIRECTOR (RESOURCES)
Section/team	FINANCIAL MANAGEMENT SERVICE
Accountable to	PRINCIPAL ACCOUNTANT / OTHER COLLEAGUES AS REQUIRED
Responsible for	N/A
Date reviewed	March 2024

### Purpose of the Job

The post holder will provide and supervise the delivery of financial management support in a team providing financial management services to its clients on behalf of the Executive Director (Resources).

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Further explanation of how the competencies set out within this job description relate to an individual's role and responsibilities can be obtained from the individual's line manager.

### Grade G

#### 1) Accounting

- a. Demonstrate a basic understanding of the requirements of local government accountancy practices when providing advice and support.
- b. Demonstrate a basic understanding in supporting the production of the Council's annual accounts and the ability to support the key processes within agreed deadlines.
- c. Support the core financial processes such as budget preparation, budget monitoring, closure of accounts, preparation of grant claims and compilation of financial statements and returns;
- d. Produce, with supervision, appropriate reports and financial statements.
- e. Use the Council's financial information systems effectively to ensure the availability of accurate, timely and appropriate management information.



2) Managing Client Relations

- a. Provide clear advice to clients on financial information making recommendations where appropriate.
- b. Provide initial challenge to clients - with elevation to a relevant officer within the team where required - in relation to budget monitoring forecasts and to ensure that major variances are explained and addressed via action plans or remedial action.
- c. Effectively represent the team at client working groups and meetings.
- d. Ensure that relevant information is available to clients in accordance with agreed timetables.

3) Supporting Team Performance

- a. Work with the team to identify improvements in the quality and efficiency of tasks.

**General Competencies of the Grade**

1) Communication Skills

- a) Maintain good working relationships with all clients to promote confidence in the team's services and employees.
- b) Demonstrate effective oral and written communication skills commensurate with the grade that promote confidence in the service.
- c) Participate in meetings in a positive and proactive manner.
- d) Demonstrate an understanding of issues affecting client services when providing advice and support.

2) Positive Approach

- a) Deliver the requirements of the grade effectively, and with a positive and proactive attitude.
- b) Demonstrate a professional, effective and efficient approach to time management and individual performance.
- c) Contribute to improving the delivery of high quality services to clients, on time and to customer satisfaction.
- d) Be willing to work additional hours during certain times of the year (to be managed within the Council's flexible working arrangements).

3) Ability To Manage Own Performance

- a) Undertake the timely and accurate completion of tasks in accordance with agreed deadlines.
- b) Organise, manage and prioritise own workload.
- c) Deal with requests for assistance from clients and where necessary channelling requests to appropriate person(s).
- d) Undertake performance management with line manager identifying and agreeing appropriate targets.

4) Ability To Work As Part Of A Team

- a) Provide flexible and appropriate support commensurate with the grade to officers across the Financial Management Service.
- b) Undertake other appropriate duties determined by managers that are consistent with the grade and which contribute towards the achievement of the team's objectives and the personal development of the individual.

5) General



- a) Observe and promote compliance with the Council's Contract and Financial Procedure Rules.

### **Health and Safety**

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.