Post Specification

Post Specification - Key Information

- **Post Title:** Finance Officer – Financial Systems
- **Date:** March 2019
- **Post Group Number:** 6605
- **Job Family:** Business Support
- **Job Family Role Profile:** BS9
- **Final Grade:** Grade 9

To be read in conjunction with the job family role profile.

Service Area Description

The Financial Systems Team is part of the Resources Directorate. The team is responsible for managing the Council's corporate financial systems including e5 and Budget Manager.

Purpose of this Post

To provide support to the Finance Manager (Financial Systems) in maintaining and developing the corporate financial systems.

Key Job Specific Accountabilities

1. To provide effective day to day support to financial system users including reviewing, prioritising and actioning queries and change requests relating to the operation of the e5 system and its associated modules. This includes providing support to users using remote access software.

2. To support the Finance Manager and System Development Officers regarding development projects including undertaking user acceptance testing and the update of project plans, issues and risk logs.

3. To maintain the e5 test and training systems to ensure they are fit for purpose including creation of master data and transactional data as required for specific training requirements. To undertake regular reviews of the training content and guidance relating to the operation of the e5 systems and its associated modules

4. To deliver training programmes to e5 system users including classroom based and development of online tutorials.

5. To adopt a flexible approach to working within the Resources Directorate accepting and embracing the need to assist any service within the Council where financial support is required.

6. To undertake roles specific to the service being supported and commensurate to the grade of Finance Officer.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities**: None

- **Staff Management Responsibilities:** None (although the post-holder will assist the Finance Manager and System Development Officers in directing the Finance Administrator - Financial Systems)

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- **Other:** None

Essential Criteria

- **Qualifications:** (Required qualifications for the post)
- Association of Accounting Technicians (AAT) or equivalent or 5 GCSE / O'Levels or equivalent including English & Mathematics.

- **Knowledge:** (Essential knowledge required for the post)
- Practical knowledge and application of accounting practices and procedures (ideally in local government) e.g. budget preparation, monitoring and year end.

- **Experience:** (Essential experience required for the post)
- Flexible approach to meeting the requirements of service users.
- Ability to prioritise and meet deadlines.
- Understanding of requirements of confidentiality.

- **Expertise:** (Essential expertise required for the post)
- Competent use of computer packages particularly E-mail, spreadsheets and word processing
- Accurate numeracy, analytical and comprehension skills.
- Attention to detail.
- Good communication and presentation skills

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** None.
- **Physical Demands:** Limited physical demands, commensurate with those experienced in a normal office environment.
- **Working Conditions:** Conditions as experienced in a normal working environment.

Other Factors: None