



Role Profile

Job Title: Senior Finance Assistant	Role Profile Number: P/A
Grade: L	Date Prepared: July 2022
Directorate/Group: Finance, Finance & Assets	Reporting to: Part of Finance Support Pool
Structure Chart attached:	No

Job Purpose

- Contribute to the effective delivery of high quality customer service in the Corporate Finance area.
- Provide support to the wider Finance service to maximise the performance and ensure customer satisfaction, developing relationships with other departments to ensure effective query resolution
- To provide support and advice to managers of low risk budgets.
- All activities need to be performed in accordance with defined processes and timescales.

Key Accountabilities

- To process journals, recharges, grants, and any other appropriate activities to assist services with effective budgetary control.
- To complete or provide cover for the daily and monthly payment runs, liaising closely with other staff to resolve any issues.
- To complete complex reconciliations requiring interrogation of various line of business systems to trace and resolve issues along with the identification of improvements in order prevent recurrence of issues.
- To provide cover for routine reconciliations as required.
- Complete monthly analysis of specific services activity, principally salary monitoring, providing accurate information in a timely manner.
- To provide support as required to the Senior Accounting Technicians in the delivery of their budget manager support service.
- To provide support and advice to managers of budgets identified as low risk, under the guidance of the Senior Accounting Technicians.
- To provide support to the closedown of the accounts including issuing of guidance documentation, providing advice, processing of year end transactions and preparation of elements of the Statement of Accounts.
- To provide support to the audit of the accounts including interrogation of systems in response to

testing requirements from the External Auditors and providing appropriate evidence to the External Auditors.

- To take opportunities to develop financial knowledge, skills and system processes from the activities allocated from the Senior Accounting Technicians and wider Finance Management.
- To deal with enquiries from external and internal customers, including FOIs. Take ownership of query resolution, providing advice and support where appropriate and ensuring timely escalation of issues when necessary.
- To contribute to the continuous improvement of own work and work of the team in support of delivering an efficient and effective finance service.
- Provide cover for daily routines and other priority tasks at busy times as required.
- To undertake any other duties as required by the Finance Management Team and perform activities within the scope of the role to support all Finance activities as directed by the line manager.

Knowledge & Experience

- Demonstrable administrative experience to include the use of Financial IT systems.
- Able to communicate effectively with customers and contacts.
- Good interpersonal skills.
- Strong customer and delivery focus.
- Attention to detail.
- Strong numeracy and analytical skills with the ability to work with financial information.
- Proven experience of working in a finance role within a service organisation.
- Methodical with attention to detail abilities.
- Computer literate including MS Excel.

Qualifications

- 5 GCSE's including Maths & English at grade 4/C or above, or equivalent.

Decision Making

- Prioritisation of work
- Reconciliation and monitoring decisions are made within broad criteria governed by good accounting practice
- Discretion to deal with errors
- Discretion to deal with ad hoc financial queries according to need of clients.
- Recommend and/or implement required improvements identified through tasks, particularly reconciliation work.

Creativity and Innovation

- Some creativity and innovation are required. New ideas and challenge of existing processes are encouraged to improve standards and procedures of the team.

<u>Job Scope</u>	Budget Holder	No
Number and types of jobs managed <ul style="list-style-type: none">• None	Responsibility:	N/A
Typical tasks supervised/allocated to others <ul style="list-style-type: none">• Cover for day to day tasks	Asset Responsibility:	No

Contacts and Relationships

- Regular contact via telephone, email and answering enquiries from internal SBC managers/ staff, and external suppliers / customers.

Other Key Features of the role

- Flexible working environment including hybrid working.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	