City of Wolverhampton Council

Job Description

Job title: Finance Officer

Directorate: Corporate

Service: Strategic Finance

Location: Any suitable location within the City of Wolverhampton

Workstyle: Flexible

Responsible to: Finance Manager

Grade: Grade 6

Job Purpose and Role:

Within the Strategic Financial Services, to assist in carrying out a range of accounting, budgetary and financial administration duties in respect of a group of the Council's services and activities. To deputise for the Finance Manager where appropriate.

Principal Duties and Responsibilities

This is a generic job description covering all Finance Officer Posts within Strategic Financial Services; the work of the postholder will therefore cover revenue and/or capital activity and may include any or all of the following for the Council, the Council's Trust Funds, Pooled Budgets, Partnerships and Schools.

1. The postholder will assist with the following:

   (a) Maintenance and reconciliation of accounting records
   (b) Preparation of year end accounts
   (c) Provision of financial management information to service groups
   (d) Compilation and review of the budgets for all council services and schools, involving the continuous review of resource availability and expenditure commitments
   (e) Prepare, calculate and notify schools of their delegated budget shares and three year budget forecasts under the Fair Funding Scheme of Delegation
   (f) Maintenance and development of financial records and systems
   (g) Financial procedures relating to opening, closing, merging and amalgamating schools

(h) Supporting Budget Holders and Schools with budget monitoring and forecasting
(i) Preparation of claims for Grant and re-imbursement
(j) The financial arrangements for the Dedicated Schools Grant, Children's Centres, Extended Schools initiatives and Joint Commissioning
(k) Preparation of Government returns
(l) Provision of financial management information and advice
(m) Financial appraisal of projects and initiatives (including the effects of new legislation)
(n) Reviews of charges in conjunction with service groups and schools
(o) Treasury management.
(p) VAT and taxation.

2. To liaise with and advise budget holders and schools particularly in relation to budgetary management and associated matters

3. To liaise with and advise budget holders and schools in relation to accounting standards, taxation and associated matters including assisting in the interpretation of new legislation and regulations.

4. To maintain awareness of funding sources with a view to maximising the resources available to the Council.

5. To develop and maintain relevant financial management systems and associated records.

6. To prepare and maintain system/procedure notes relating to the duties undertaken by the postholder ensuring their continued relevance, accuracy and completeness.

7. To prepare and clear member and officer reports as required.

8. To attend officers' meetings and working parties and other bodies and forums as required.

9. To assist in organising the work of the team, advising and training team members as appropriate, including deputising for the Finance Manager in his/her absence.

10. To undertake ad hoc assignments and financial analyses as necessary in support of the wider functions and responsibilities of the Division

11. To contribute to the development and delivering of financial skills training to service department managers and their support staff.

12. To participate fully in the wider development of Strategic Financial Services.

13. To undertake suitable training and development, both specialist/technical and to further improve interpersonal/management skills, in accordance with training and development strategies which may be implemented from time to time.

14. To meet the changing needs of the service and/or to provide cover the postholder may be required to provide assistance in other teams within Strategic Financial Services either on a temporary or permanent basis, as directed by the Chief Financial Officer.

15. To act in accordance with the Council's Constitution and other Codes of Conduct.

16. To participate in staff development, appraisal and training as appropriate, including continuous professional development.

17. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.

18. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.

19. To participate in the wider development of the service and contribute to service improvement as required.

20. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.

21. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.

22. City of Wolverhampton Council is committed to Corporate Parenting.

"Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

February 2025.

Sensitivity: NOT PROTECTIVELY MARKED

City of Wolverhampton Council

Personnel Specification

Job title: Finance Officer

Factors	Essential	Desirable	How identified
Qualifications	AAT fully qualified or equivalent level 4 Accountancy qualification and/or relevant Degree.	Full Member or part qualified CCAB/ CIMA accountant preferably CIPFA.	Application Form Production of Certificates
Training	Evidence of continuation of CCAB/CIMA qualification if part qualified. Attendance at courses and seminars and other training to improve personal skills and knowledge.	Participation in formal continuing professional development arrangements.	Application Form Interview
Experience	Substantial accounting and budgetary experience to cover the full range of annual financial cycle activities. Production of costings and financial analysis. Financial support and challenge to budget holders.	Substantial Local Authority accounting and budgetary experience.	Application Form Interview References Testing
Special Knowledge/ Skills	Use of computerised accounting systems, application software and personal computers. Ability to communicate effectively orally and in writing. Ability to work accurately to deadlines.	Excellent presentation skills. Systematic approach and analytical skills. Ability to understand and disseminate complex and detailed technical and professional issues.	Application Form Interview References Testing

Factors	Essential	Desirable	How identified
Personal Qualities	Ability to establish and continue good working relationships and work effectively as part of a team. Ability to use initiative within delegated authority and to work with little supervision and direction. Ability to work effectively under pressure when required. Open to new ideas and willing to challenge current approaches.	.	References Interview Testing
Interests and Motivation Relevant to job	Self starter. Self Motivated. Commitment to maintain professional and ethical standards	Ambitious and career development minded.	Application Form References Interview
Commitment	To achieve work targets within specified timescales. To contribute towards continuous improvement in service delivery and securing VFM. To contribute towards maintenance and improvement of the image and reputation of the Service Group.	.	References Interview