

## **MEDWAY COUNCIL - JOB PROFILE**

<b>JOB TITLE</b>	Business Support Officer - Finance
<b>DIRECTORATE</b>	Children & Adults
<b>SERVICE</b>	Children's Services
<b>RESPONSIBLE TO</b>	Business Support Team Leader
<b>GRADE</b>	Range 3
<b>JOB FAMILY/LEVEL</b>	120

### **MAIN PURPOSE OF JOB**

Have a detailed understanding of finance within Mosaic and how it works and links to other parts of the system and reports. To provide reports and undertake financial projects to support the service.

To co-ordinate and oversee the workflow ensuring systems are maintained and work is not left to drift, using escalation measures where needed.

To ensure all, invoices and ad-hoc payments are keyed and authorised to meet pay run deadlines.

Actively participate in meetings sharing understanding of the process, the consequences of actions and suggesting solutions.

To be able to identify areas of concern and challenge where appropriate.

Applying your knowledge and understanding of the Imprest including travel passes, liaising with travel companies to ensure an extensive selection of warrants and other means of payment for travel is issued, dependent on cost and recorded appropriately.

To co-ordinate imprest, ensuring cash is ordered and delivered correctly.

To arrange finance panels, support with agenda's and provide accurate minutes of finance panels and meetings

Update Mosaic case management system with information and details of the Payments.

To be able to run reports, analyse and interpret data highlighting discrepancies and areas of concern.

Working through complex financial queries to ascertain the issue and provide answers and solutions.

## **KEY CORPORATE ACCOUNTABILITIES**

To be able to communicate effectively with colleagues and carers, providing understanding and clarity, resolving issues and providing solutions.

To provide cover for colleagues within the Admin Team as needed (and vice versa) to ensure continuity and cover where required.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

## **ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE**

The children and young people of Medway have said the following qualities are really important to them:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be consistent and Stable
- ✓ Be contactable
- ✓ Understand me
- ✓ Be honest
- ✓ Be Focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

*#Make it Medway*

'Do what you say and say what you do'.

*#Make it Medway*

## PERSON SPECIFICATION

QUALIFICATIONS	Assessment Method
Educated to GCSE level or equivalent in English and Maths	Application
NVQ2 in Business Administration or equivalent	Application
KNOWLEDGE AND EXPERIENCE	
Demonstrable technical/specialist/policy and procedural knowledge which can be applied across a wide range of activities. Ability to use technology to present information clearly to ensure all relevant parties are communicating effectively.	Application/ Interview
Demonstrable ability to use judgement and creativity to assess situations and solve varied problems and/or develop short term plans.	Application/ Interview
Experience of working within or with the social care or education sector.	Application/ Interview
SKILLS	
Demonstrable technical/specialist/policy and procedural knowledge which can be applied across a wide range of activities. Ability to use technology to present information clearly to ensure all relevant parties are communicating effectively.	Application/ Interview
Demonstrable ability to use judgement and creativity to assess situations and solve varied problems and/or develop short term plans.	Application/ Interview
Demonstrable ability to work within defined procedures and to work independently, using initiative to deal with straightforward situations, referring to supervisor/line manager for unusual or difficult problems.	Application/ Interview
Demonstrable ability of experience of working within or with the social care or education sector.	Application/ Interview
Demonstrable ability to use written and oral communication skills to present varied information in an understandable way to a range of audiences.	Application/ Interview
Demonstrable ability to develop relationships with colleagues and carers and to make judgements using the knowledge developed through those relationships.	Application/ Interview

Demonstrable ability to carry out tasks and/or advise on internal procedures which impact on the health and well-being of both colleagues and service users.	Application/ Interview
<b>PERSONAL QUALITIES</b>	
Demonstrable ability to carry out tasks and/or advise on internal procedures, which impact on the health and well-being of people.	Interview
Demonstrable ability to explain straightforward tasks to others, where required. Experience of a customer or service user facing environment.	Application/ Interview
Commitment to equality and diversity, accepting differences and treating everyone fairly.	Application/ Interview

**Competences** (You will be assessed against the competences below as part of the interview)

Factor	Level	Competency
Knowledge	4	Has technical/specialist/policy & procedural knowledge and applies it across a wide range of activities. Completes a range of complex tasks such as report writing, presentations, detailed assessments and calculations.
Mental Skills	3	Uses judgement and creativity to assess situations and solve varied problems and/or develop short term plans
Communication Skills	3	Uses written and oral communication skills to present varied information in an understandable way to a range of audiences
Initiative and Independence	3	Works within defined procedures and can work independently, using initiative to deal with straightforward situations, referring to supervisor/line manager for unusual or difficult problems.
Responsibility for People	2	Can carry out tasks and/or advise on internal procedures, which impact on the health and well being of people
Responsibility for Supervision	1	Has no or limited direct responsibility for the supervision, direction or co-ordination of other employees. However will be able to demonstrate own duties, give advice or guidance to new employees or others.
Responsibility for Finance	2	Has direct responsibility for financial resources, this can regularly involve either; 1) Accounting for considerable sums of money, where

		care and accuracy and important, or 2) Being accountable for small expenditures from an agreed budget or equivalent income.
Physical Skills	2	Requires dexterity, co-ordination, or sensory skills, where there is some demand for precision in the use of these skills.
Physical Demands	1	Is able to carry out tasks and activities in a mostly sedentary position and allow for considerable flexibility of movement. There may be limited requirements for standing, walking, bending, or stretching, or an occasional need to lift or carry items.
Mental Demands	3	Is able to apply general awareness and sensory attention with either; 1) lengthy periods of concentrated sensory attention, or 2) lengthy periods of enhanced mental attention, or 3) medium periods of concentrated mental attention, or 4) when there are considerable levels of work-related pressure, for example, from deadlines, interruptions, or conflicting demands.
Emotional Demands	1	Can handle contacts with, or work for, people who through their circumstances or behaviour place minimal emotional demands on the jobholder.
Responsibility of Physical Resources	3	Will have considerable direct responsibility for physical resources, this will involve either; 1) handling and processing of considerable amounts of manual or computerised information, where care, accuracy confidentiality and security are important or; adaptation, development, or design of significant information systems, or 2) ordering, or stock control of, a range of equipment and supplies.
Working Conditions	1	Will have minimal exposure to disagreeable, unpleasant, or hazardous environmental working conditions or people related behaviour.



## **ORGANISATION**

**(i) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED**

The post holder will be managed by a Business Support Team Leader.

**(ii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER**

The post holder will be expected to work independently within defined procedures and can use initiative to deal with straightforward situations referring to supervisor/line manager for unusual or difficult problems.

**(iii) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES**

The post holder is not required to supervise other employees normally, but can allocate straightforward tasks to others when needed.

**(iv) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS**

The post holder will be expected to liaise with staff at all levels of the organisation as well as external partners and service users.

## **WORKING ENVIRONMENT**

The post holder will be based in one of Medway Council's establishments.

## **WORKING STYLE**

The workstyle for this role has been assessed as 'Hybrid'. This means the post holder will have a flexible workstyle and be able to work from a variety of locations. There is an expectation that the post holder will be office based for a minimum of 2 days each week.

The post holder will need a current standard DBS disclosure or be willing to apply for one prior to taking the position.