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| Post No. : | 8754 |
| Post Title: | Finance Admin Officer |
| Directorate: | Children’s Services |
| Division: | Business Support and Resources |
| Section: | Finance and Resourcing |
| Reports To: | 8752 Senior Finance Admin Officer |
| Location: | No.1 Bickerstaffe Square |
| DBS Status: | Basic Check |
| Grade: | Grade E |

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| Role Purpose |
| To provide a financial administration and business support service across Children’s Services and Adult Services to high levels of accuracy, ensuring confidentiality of data, and adherence to controls in order to safeguard the resources of the Council. |

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| **Main** Duties and Responsibilities |
| * Operational responsibility for petty cash account(s) at Number One Bickerstaffe Square and sub‑floats held by outlying teams. Tasks include daily issuing, ordering and receipting of cash, review and recording of petty cash claims, weekly account reconciliations, to an auditable standard. * Raising of electronic orders, receipting of goods, payment of invoices, and ordering of out of area birth certificates. * Set up of new suppliers ensuring compliance with HMRC regulations. * Generation of payments, for example to schools, service users, clients, carers, etc. as either one‑off or recurrent payments. * Raising of debtor invoices and credit notes, including calculation of amount owing where applicable, monitoring of unpaid debts, and initial debt recovery. * Coordination of travel arrangements, e.g. travel and hotel bookings, rail warrants, bus passes, etc. * Inputting of payment card purchases on Intellink and relevant spreadsheets and checking of documentary evidence on behalf of Social Care staff. * Responsibility for personal Purchase Card - £3k limit. * Maintenance of authorised signatory lists. * Maintaining a high level of service related knowledge in order to provide accurate and up-to-date information for service users, managers and colleagues * Providing cover for the Senior Finance Admin Officer’s role during periods of absence in order to maintain the smooth operation of the team. To include cover for processing carer payments; calculation of allowances including financial assessments of prospective carers; and processing external invoices. * Providing cover for routine elements of the Business Support Officer’s role during periods of absence in order to maintain the smooth operation of the team. * Compliance with and working knowledge of Leaving Care Financial Policy. * Responsibility for creation and daily maintenance of financial spreadsheets for all Young People eligible for Leaving Care Service, used by Accountants for monitoring and budget forecasting and by Personal Advisors/Social Workers to ensure spends are in line with Leaving Care Finance Policy. (approx. 200 spreadsheets). * Operational responsibility for year-end requirements including Petty Cash, Floats, Stocks. * Maintaining working knowledge of Mosaic in respect of Looked After Children movement forms, coding of statutory returns, and data cleansing for Children In Need Census. |

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| Qualifications | Please mark which are Essential or Desirable  | E/D |
| * GSCEs/NVQ2 or equivalent including Maths and English Language * Basic ICT qualification, e.g. ECDL, MS Office 365 | | E  D |

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| Knowledge, Skills and Experience  Required | Please mark which are Essential or Desirable  | E/D |
| * Ability to organise own workload to meet deadlines and standards * High levels of team work * Ability to work with minimal supervision using initiative in non‑routine situations and confidence to make routine decisions in own area of work * Understanding of how to deal with internal and external customers to required standards of service * Good verbal and written communication skills * Excellent numeracy and financial literacy skills * Substantial knowledge and experience of complex ICT systems e.g. Mosiaic(Social Services core IT system) , Cedar Financial System, TRS, E-Procurement, FPM, with need for precision and speed of inputting, including maintenance of spreadsheets and databases * Integrity and discretion * Good understanding of local authority procedures * Working knowledge of Children’s and Adult services * Extensive experience of working in a busy office environment * Experience of working in local government | | E  E  E  E  E  E  E  E  D  D  E  D |

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| Initiative and Independence |
| The post holder will be work within recognised practices and procedures. Able to refer to supervisor for advice and support. |

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| Relationships/Nature of contacts |
| The role will liaise with a wide range of personnel, both internal to the Council and external stakeholders, both on an individual and group basis.  Contact will be made verbally, via telephone, face to face and via e-mail. |

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| Responsibility for Resources (Financial, Physical, Capital, Information) |
| **Financial Resources**  Management of petty cash accounts.  Raising of payments to suppliers including service users and invoices to customers.  Personal Purchase Card – value £3k  **Physical Resources**  Ordering, maintaining stock and issuing of travel warrants and bus passes. |

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| Responsibility for People (including supervision/training of staff or clients) |
| Training of staff as required, for example on the use of financial systems and processes. |

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| Mental and Emotional Demands |
| **Mental Demands**  Undertaking both administrative and financial duties. Managing competing demands and deadlines  **Emotional Demands**  The post holder will encounter emotionally distressing material about children and young people’s lives. It is likely that positive outcomes for all children will not be immediately or easily measurable. The post holder must therefore be comfortable with emotive and highly confidential material, and be able to contain anxiety, and to use supervision as an aid to coping with sensitive issues. |

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| Planning Requirements |
| The planning and organising of own workload to ensure work is completed accurately, on time, to auditable standards and quality is maintained in line with legislation.  The role requires workload planning and effective time management to ensure key timescales are met and in order to comply with corporate deadlines.  Programming of own work to deliver day to day and annual requirements. |

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| Key Facts and Figures |
| The budget figures for 19/20 are as follows:   * Fostering allowances - £3.382 million annually * SGO, Adoption, CAO, Residence Order allowances - £2.644 million annually * IFA (External placements) - £3.426 million annually * Residential (External placements) - £7.477 million annually * Supported accommodation - £2.007 million annually * Section 17 and LAC Discretionary support - £467k annually   Petty cash accounts (£10,500), including sub-floats average weekly claims of £3,000.  Processing of payments to suppliers and invoices to customer debts, including external placement invoices.  Cover for Foster carer payments. |

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| Working Conditions (This information is used to carry out any pre-employment medical questionnaires and to evaluate the Job Evaluation Working Conditions factor) | | | | | | | | | |
| Manager Assessment of Working Conditions (percentage of time involved) | | | | | | | | | |
| Manual Handling – Heavy Loads (over 25KG) | | 0% | Manual Handling – Light to Moderate (under 25KG) | | | 0% | Vibrating plant/ tools/ equipment | | 0% |
| Noise | | 0% | Repetitive work activity/ operations | | | 0% | Prolonged standing/ walking | | 0% |
| Prolonged sitting in a constrained position | | 0% | Confined spaces | | | 0% | Extremes of temperature (e.g. very hot / cold) | | 0% |
| Adverse weather conditions (e.g. frost, rain, etc.) | | 0% | Working at Height | | | 0% | Driving HGV/ LGV/ PCV/ Minibus | | 0% |
| Fumes, dusts, gases, etc. | | 0% | Solvents, oils, paints, de-greasers, etc. | | | 0% | Pesticides, herbicides, insecticides | | 0% |
| Detergent or other cleaning chemicals | | 0% | Biological hazards (e.g. vomit, urine, blood, sharps) | | | 0% | Display screen equipment | | 80% |
| The job involves working with (percentage of time involved) | | | | | | | | | |
| Plant and/or machinery | | 0% | Vehicles (including driving) | | | 0% | Electricity | | 0% |
| Welding | | 0% | Food Handling | | | 0% | Animals | | 0% |
| Working alone | | 0% | Working with vulnerable people | | | 0% | Working with people with special needs | | 0% |
| Working with members of the public | | 0% | Other (please state): | | |  | | | |
| Frequency of Risks that may apply whilst working in a people related environment | | | | | | | | | |
| Risk of Abuse | ~~None / Daily / Weekly /~~ Monthly | | | Risk of Aggression | ~~None / Daily / Weekly /~~ Monthly | | Risk of Injury | None ~~/ Daily / Weekly / Monthly~~ | |

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| Vision and Values |
| Blackpool Council's new Council Plan outlines what our vision and priorities will be during from 2015 to 2020.  Blackpool might not be the biggest and the brightest but it isn’t without its challenges. We’ve have major social and health issues to deal with, whilst needing to develop and innovate so our town meets the changing desires of modern day audiences.  We need to take advantage of other opportunities - in fields like energy generation - with the same vigour our predecessors had, when building iconic attractions such as the Winter Gardens, the Tower and Tower Buildings, the Pleasure Beach, and of course the true one-off that is the Blackpool Illuminations. Our vision for Blackpool is that it will be: “The UK’s number one family resort with a thriving economy that supports a happy and healthy community who are proud of this unique town” **Our Priorities** We have two priorities:   * [Priority one - The economy](https://www.blackpool.gov.uk/Your-Council/Creating-a-better-Blackpool/Blackpool-Council-plan/Priority-one-The-economy.aspx): Maximising growth and opportunity across Blackpool * [Priority two - Communities](https://www.blackpool.gov.uk/Your-Council/Creating-a-better-Blackpool/Blackpool-Council-plan/Priority-two-Communities.aspx): Creating stronger communities and increasing resilience   Our Values   * We are accountable for delivering on the promises we make and take responsibility for our actions and the outcomes achieved * We are committed to being fair to people and treat everybody we meet with dignity and respect * We take pride in delivering quality services that are community focussed and are based on listening carefully to what people need * We act with integrity and we are trustworthy in all our dealings with people and we are open about the decisions we make and the services we offer * We are compassionate, caring, hard-working and committed to delivering the best services that we can with a positive and collaborative attitude |

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| Equal Opportunities:  We do our utmost to ensure that here is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of their age, sexuality, religion or belief, race, gender or disabilities. |