

Role profile

Job Title:	Business and Finance Support Officer	Grade:	10
Department:	Environment & Community Protection	Post no.:	69192
Directorate:	Housing & Environment	Location:	Perceval House

Role reports to:	Assistant Director Environment & Community Protection
Direct reports:	None
Indirect reports:	None

Job description

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.

Purpose of role

- To support the Assistant Director Environment & Community Protection in providing a high quality, trusted and professional financial management service that enables budget holders to deliver their business plans and ensure best possible outcomes for Ealing Communities. To actively seek and demonstrate best practice, promote sound financial governance, and deliver value for money.
- To support all operational aspects of the finance function as required including:
 - Contribute to the financial management of the Community Protection revenue & capital budgets,
 - Identify miscodings, prepare & post timely and accurate journals for corrections and recharges, including for VAT.
 - Produce monthly salary and quarterly budget monitoring reports,

- Support the finance function in budget monitoring, budget setting, final accounts, completion of claims, returns & statistics etc
- Raise purchase orders, raise invoices, post goods receipt notes, pay invoices etc

Key accountabilities

- To support the finance function to prepare detailed salary and other schedules for the annual budget setting process to meet corporate deadlines. To assist in the preparation of detailed revenue and capital expenditure and income reports.
- To provide detailed monthly salaries and quarterly budgetary monitoring reports to budget holders in Community Protection in line with set deadlines and assist with all aspects of the budget monitoring process, both for revenue and capital budgets.
- To contribute to the closure of accounts including preparing working papers and accruals schedules to meet corporate deadlines.
- To maintain and reconcile balance sheet accounts and general ledger cost centre and account code structures in line with professional standards and best practice, particularly income received.
- To raise purchase orders and process goods receipting for the teams and to provide advice and guidance on purchasing to staff within Housing & Environment.
- To raise debtor invoices in a timely manner and track the income received.
- To process invoices and maintain an adequate system for recording and monitoring the payment of monthly invoices from Community Protection.
- To collate records and monitor expenditure for external grants and contribute to the completion of annual financial statistical returns for government departments and other professional agencies.
- To provide fit for purpose, accurate and timely verbal and written advice and guidance to budget holders within Community Protection to ensure compliance with HRA and General Fund accounting rules.
- To draft income policies and procedures to meet audit requirements.

- To oversee the financial management of changes in Licensing legislation and implement any changes within the service.
- To keep the department Contracts and Risk Registers updated and monitor actions required from Internal Audits.
- To manage own workload and take responsibility for own professional development, keep up to date with accounting and relevant statutory legislation, regulations, standards, service developments and initiatives and the Council's policies and procedures.
- To promote and implement all the Council's policies and procedures including equalities and diversity, health and safety, security and the use of assets and data.
- To assist the Assistant Director, Environment & Community Protection in respect of the discharge of their duties and undertake other duties and responsibilities of a similar nature, which reflect the level of those described above, that may be required

Key performance indicators

- High quality, accurate, complete and timely salary and budget monitoring reports,
- Effective relationship with key budget holders and partners,
- Complete, accurate and timely audit working papers and schedules,
- Complete and submit Government & other claims and statistical returns to deadline.
- Excellent customer service and teamwork.

Key relationships (internal and external)

- Senior Finance Business Advisors and Finance Business Advisors.
- Departmental Budget Holders
- Other Local Authorities
- Other internal and external partners.
- Central Government departments and other public sector bodies
- Internal and External Auditors

Authority level

- Raising purchase orders and goods receipting.
- Raising debtors invoices.
- Posting Journals.

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Essential knowledge, skills and abilities

1. Knowledge of budget monitoring, budget setting and accounts closure
2. Good communication and interpersonal skills
3. Ability to work accurately, plan and prioritise effectively ensuring targets and deadlines are achieved
4. Ability to use initiative and work effectively as part of a team within a large organisation
5. Knowledge of Finance environment, and the work of the Safer Communities external financing reporting environment (e.g. CiPFA, MOPAC, DEFRA etc.)
6. Ability to organise and obtain European funding and administering financial returns.

Essential qualification(s) and experience

1. Experience of working in a Local Government or Public Sector finance function. **
2. Experience of budget work, monitoring and closure of accounts, **
3. Experience of using major financial management systems and other related software, including proficiency in MS Excel, **
4. Experience of purchase orders and invoice processing. **
5. Experience of raising invoices. **
6. A minimum of 5 GCSE qualifications or equivalent (to include Maths and English)
7. A specialist financial certificate or professional qualification is desirable.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they will do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards