

## JOB DESCRIPTION

<b>Job Title</b>	Senior Finance Assistant		
<b>Directorate</b>	Finance & Procurement		
<b>Reporting to</b>	Senior Finance Officer		
<b>Grade</b>	13		
<b>Evaluation ref:</b>	AG0045	<b>Job ref:</b>	<b>Family</b> PRC13
<b>Role purpose</b>			
To provide comprehensive finance support to Adults and Finance.			
<b>Responsibilities</b>			
<p><u>Monitoring of revenue and capital budgets and maintenance of financial records</u></p> <p>Supports the finance contact for a small group. This will involve;</p> <p>Acting as point of contact for budget holders/administrators within a functional area</p> <p>Assisting with reviewing budgets with budget holders, providing support, guidance and advice as required.</p> <p>Providing financial and statistical analyses to budget holders to determine past and current trends and support outturn forecasting.</p> <p>Providing technical advice and support to budget holders on how best to utilise the Council's accounting systems.</p> <p>Ensuring that Somerset Council's Financial Regulations and procedures are correctly adhered to, providing support and guidance where required.</p> <p>Attending appropriate financial meetings with line manager to report on financial performance and identify current and future spending pressures.</p> <p>Reporting areas of budget pressures to line manager on an on-going basis.</p> <p>Support and assist senior finance staff in their roles as financial advisors and in the development of training and guidance to ensure sound financial management.</p> <p>Assist senior finance staff in the provision of financial information by interrogation and analysis of the Council's financial management information system. Dealing with and resolving queries on income and expenditure transactions from budget holders by actioning amendments and corrections to the financial management systems.</p>			

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Assists senior finance staff in ad hoc projects, which could include analysing data to assist budget holders and senior management with budget monitoring to ensure accurate and adequate control of budgets.

Other duties may include:

Assisting with the monthly procedures for monitoring the revenue budget and prepares the monthly spreadsheets for distribution to budget holders. Oversees the updating of spreadsheets for budget virements, distribution to budget holders/administrators and collation of returns.

Administration of the p-card process for specific functional areas. This will involve advising on p-card usage, checking of forms, and monitoring holding codes to ensure that p-card procedures are being followed and that balances are being cleared regularly. This will include challenging officers at all levels where it is felt that procedures are not being correctly followed.

### Preparation of Revenue and Capital Final Accounts

Assists senior finance staff with the year-end procedures to close the financial year accounts. Provide guidance to staff in accordance with Financial Regulations and instructions from Corporate Finance. Scrutinise all input documents for validity and correctness. Resolve all errors or omissions with budget holders prior to data input.

### Systems Support

Supports senior finance staff in ensuring all staff meet and maintain user standards appropriate to the council's financial information system.

Other duties may include:

Arranging and providing training to all levels of staff in the use of The General Ledger.

Attending corporate meetings such as the Purchase User Group.

### Treasury Management

Ensures that grant income is correctly allocated on the financial information system.

## Impact

### **Contacts & Relationships**

The post holder is the first point of contact for a variety of budget holders and administrators throughout Adults and within Resources Finance. Most of these

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contacts will be from officers above the post holder's own level and who will be seeking advice, information or explanation on more complex issues.

Internal contacts: All members of the Finance – Adults, budget holders, colleagues in ICT, Human Resources, Exchequer Services and Resources Finance. The purpose of these contacts is to inform, advise, discuss, provide and receive information, to present recommendations on changes to procedures/systems or in the course of taking appropriate action to deal with problems/queries.

External contacts: Contact may include external auditors and finance staff in other authorities.

### Resources

Value of service gross revenue budget – up to £450m

Value of service capital approvals – up to £180m

Value of individual service gross revenue budgets – a range from £1m to £100m

The jobholder has no direct line management responsibilities, although will be expected to supervise some areas of the work of the Finance Assistant(s) and provide organised cover in their absence.

	Essential	Desirable	
<b>Knowledge</b>			
Understanding of Local Authority Finance and Services needs.		X	
In-depth knowledge of financial management including tools and techniques		X	
<b>Experience</b>			
Analysis and interpretation of financial information	X		
Financial/budget monitoring experience	X		
Experience of working in a finance environment and dealing with complex accounting and statutory reporting issues.		X	
<b>Qualifications / Registrations / Certifications</b>			
Working towards Association of Accounting Technician (AAT) qualification or equivalent		X	
<b>Skills</b>			

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Excellent verbal and written communication skills	X		
Working to deadlines	X		
Ability to manage a varied workload	X		
<b>Working Conditions</b>			
<b>Working Arrangements</b>			
Somerset Council's dynamic Working Strategy will be applied to this position.			
<b>Corporate Responsibilities</b>			
Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			

Date: June 2025