

JOB DESCRIPTION

Job Title	Finance Support Assistant		
Directorate	Finance & Procurement		
Reporting to			
Grade	15		
Evaluation ref:	AG0047	Job Family ref:	
Role Purpose			
<p>All applicants should demonstrate a commitment to our Values – Behaviour Framework: Work as one team, strive for excellence & Build belonging.</p> <p>You can find more information by following the link: Values - Behaviour Framework</p> <p>Ability to collate and record data, facts and figures with care, accuracy, and attention to detail.</p> <p>Ability to form and maintain good working relationships with colleagues at all levels.</p> <p>Ability to communicate with others in an appropriate, concise and accurate manner, orally and written.</p> <p>Ability to meet deadlines and prioritise time.</p> <p>Ability to solve issues and/or seek advice when necessary.</p>			
Accountabilities			
<p>Maintain systems to enable practices and procedures to operate to specified standards (e.g. administer imprest and unofficial funds, verifying clients personal finance records, security of cash).</p> <p>Prepare orders for goods/services, receive and check delivery notes, invoices and accounts. Process invoices for payment after certification by an appropriate senior member of staff.</p> <p>Check financial information and arrange amendments as necessary (e.g. monthly downloads and uploading of journals). Deal with general queries from colleagues, suppliers and clients relating to the financial information systems (e.g. payment queries).</p> <p>Prepare invoices for services/goods provided, receive and check payments, update financial records and investigate debt recovery.</p> <p>Use IT systems to input and extract information and distribute information to appropriate staff (e.g. SAP, spreadsheets) .</p>			

JOB DESCRIPTION

Extract statistics for the completion of statutory returns, drawing relevant issues to the attention of Senior Officers

Act as a point of contact for staff, clients and suppliers to give routine advice and information relating to the work of the team.

Prepare and process routine correspondence, reports and other documents.

Contribute to the office management of departmental buildings in the area, to propose and implement solutions to many and varied problems (e.g. ICT, accommodation, health & safety).

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.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Good knowledge of IT - word processing, databases, spreadsheets and email.	X	
Experience		
Relevant finance experience.	X	
Experience of using a finance system e.g. Dynamics 365.		X
Qualifications / Registrations / Certifications		
Four GSCE/GCE grades A-C or equivalent.	X	
AAT Qualification.		X
Skills		
Commitment and enthusiasm.	X	
Calm, confident, and professional approach.	X	
Good communication skills.	X	
Team worker.	X	

JOB DESCRIPTION

Working Conditions
Dimensions of the role
Working Arrangements
Somerset Council's Dynamic Working Strategy will be applied to this position.
Corporate Accountabilities
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: