



Job Description

Social Services Department

Post Title	Integrated Services Finance Officer		
Post Number		Grade 5	
Base	Blaina ICC	Hours of Work	37
Car User Allowance	Casual	Disclosure	Enhanced
Contact	Kate James	Updated	July 2014

Principal Job Purpose

Responsible to: Integrated Services Business Manager

Responsible for: The provision of high level financial support to the Families First, Flying Start and Early Years & Childcare programmes, including the maintenance of financial systems and audit trails that meet the requirements of Welsh Government.

Principal Accountabilities

1. To be responsible for regular liaison with Welsh Government, the Integrated Services Business Manager and the Integrated Services Business Support Officer, to ensure all local record keeping systems for financial are in line with national requirements.
2. To be responsible for ensuring robust monitoring systems are in place and adequate records are maintained which satisfy rigorous audit requirements.
3. To be responsible for the collection of data and the maintenance of financial systems and audit trails, to meet the requirements of the Families First, Flying Start and Early Years & Childcare programmes in Blaenau Gwent and the Welsh Assembly Government.
4. To highlight effectively any recurring under spends, overspends and in liaison with Business Manager realign these figures to ensure best value for Blaenau Gwent.

5. To maintain accurate and up-to-date financial records in order to support the conditions of the grant and audit requirements and to provide monthly spend reports to the Business Manager, highlighting any areas of concern as soon as they occur e.g. under spend / overspend.
6. To be responsible for the maintenance of an accurate budget and monitoring duties in order to support the Business Manager and provide monthly and quarterly budget monitoring information to support submission of claims to Welsh Government.
7. To be responsible for the processing and monitoring of payments to supplies and services and to raise internal and external invoices as directed by the Business Manager.
8. To support the Integrated Services Business Team with data returns and administrative duties.
9. Any other duties as required by the Integrated Services Team Manager or the Integrated Services Business Manager.
10. To ensure participation with children, young people and their parents in all aspects of the project work.
11. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
12. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Non Managerial

	Assessment Method				
	Essential / Desirable	App. Form	Interview	Other (please specify)	Probationary Period
1. Qualifications & experience					
Qualifications					
Relevant qualification at HNC/D level or above	Essential	✓			
Experience					
Extensive experience in financial and budget management, record keeping, audit process and procedures.	Essential	✓	✓		
Experience of developing and establishing appropriate financial and monitoring systems	Essential	✓	✓		
Experience of Microsoft Excel database software	Essential		✓	Task	
Experience of Welsh Government funding	Desirable	✓			
Experience of working in partnership with a wide range of individuals and agencies, including parents, childcare and training providers, statutory and voluntary organisations.	Desirable	✓			
Knowledge/Skills					
Ability to demonstrate good organisational skills and prioritise workload.	Essential	✓			
Ability to effectively use a range of IT packages (Microsoft Word, Excel, etc)	Essential	✓			
Ability to distribute information to stakeholders in a timely manner.	Essential		✓		
Ability to manage financial, recording keeping and tracking systems to ensure Welsh Government requirements are met.	Essential		✓		
Ability to produce clear, concise and accurate reports to meet the requirements of Welsh Government guidance, and to local stakeholders.	Essential		✓		
A knowledge of new and existing initiatives targeted at reducing child poverty in Wales, e.g. Families First, Flying Start, Early Years & Childcare	Essential		✓		
2. Special Requirements				Essential	Desirable
• Full driving licence and access to a car for work purpose				✓	
• Commitment to working flexible hours including some evenings or weekends				✓	
• Ability to speak Welsh					✓

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Assessment Method					
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Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance		✓		✓
	Involves line manager/colleagues in setting and meeting targets		✓		✓
	Reorganises work when necessary		✓		✓
	Sees tasks through to completion whenever possible		✓		✓
	Seeks help if workload becomes unmanageable		✓		✓
	Uses initiative to report issues that arise that impact on others		✓		✓

Assessment Method					
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Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓

	Learns from mistakes & welcomes constructive feedback				✓
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Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service		✓		✓
	Is committed to providing an excellent service to all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓