



Corporate Services Directorate - Resources

Post Title	Senior Finance Officer – Financial Management Accounting Team		
Post Number	BG03708	Grade	Scale 6
Base	Homeworking	Hours	37 Hours per week
Car User Allowance	Casual	Disclosure	None
Contact	Carol Lancaster Tel. 01495 354623	Updated	August 2024
Politically restricted	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes *		

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: Business Partner – Social Services

Responsible for: The post will assist in establishing, developing and maintaining appropriate budgetary and accounting systems and procedures relevant to the Financial Management Accounting team and providing the level of financial support that is essential to ensure the Council's ongoing financial stability

Principal Accountabilities

1. To prepare and develop prompt and accurate budget statements and financial forecasts in accordance with the financial reporting requirements of the Authority, Corporate Leadership Team and spending departments (including providing support to project groups/business case development)
2. To build strong working relationships with budget holders in order to provide the required level of financial support, maximising grant funding and safeguarding the funds of the Authority;
3. To prepare revenue estimates to contribute to the delivery of the Medium-Term Financial Strategy and the annual Budget Setting Process;

4. To support the preparation of the Council's end of year Statement of Accounts in compliance with statutory and legal requirements and the early closure timetable, and liaising with the Council's external auditors;
5. To prepare grant claims and other statistical returns as required;
6. To provide training to budget holders;
7. To support the continual review and development of working practices and processes to identify efficiencies and to improve the delivery of the finance service and to support and provide relevant training to Officers across the Council;
8. To supervise the processing of all care related payments to external providers;
9. To provide advice, guidance and support in relation to Direct Payments and Appointeeship financial matters.
10. To undertake duties in the best interest of the Department according to particular pressures and time constraints.
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

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
5 GCSE's including English and maths grades A to C or equivalent	Essential	✓			
AAT or equivalent	Essential	✓			
Other experience					
Local Government Financial Experience	Essential	✓	✓		
Experience within an Accountancy Section	Desirable	✓			
Proven experience in Financial Management including Budget Setting, Forecasting and Statutory Accounts	Essential	✓	✓		✓
Experience of working with spreadsheets and other Microsoft Office systems and a computerised General Ledger and appropriate feeder systems	Essential	✓	✓		
Knowledge/Skills					
Competent in the use of IT including Microsoft Office	Essential	✓	✓		✓
Competent in the use of Civica Financial	Desirable	✓	✓		
Good interpersonal & communication skills	Essential	✓	✓		✓
Ability to work to strict deadlines	Essential	✓	✓		✓
Ability to work independently using own initiative	Essential	✓	✓		✓

2. Welsh Language Requirements (please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓			

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	☒	☐	☐	☐	☐	☐
Reading/Understanding	☒	☐	☐	☐	☐	☐
Writing	☒	☐	☐	☐	☐	☐

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
None					

4. 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.

Topic	Competencies	Assessment Method			
		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	✓	✓		✓

Topic	Competencies	Assessment Method			
		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	✓	✓		✓

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	✓	✓		✓