Northumberland County Council
JOB DESCRIPTION

Post Title: Administrative Finance Assistant	**Director/Service/Sector**		**Office Use**
Band:	**Workplace:**		**JE ref: 3414**
Responsible to: Education and Skills Business Manager	**Date:**	**Lead & Man Induction:**	**HRMS ref:**

Job Purpose: Assist with the organisation and provision of financial support to the education and skill directorate.

Resources Staff	A small number of staff as necessary
Finance	Monitor all grant and funding allocation across the education and skills directorate. Payment of invoices, preparation of journal transfers for financial transactions with maintained schools and Academies.
Physical	Careful use of PC and shared responsibility for other office equipment provided. Handling and processing information. Ordering and stock control.
Clients	School, Academies, Early Years providers and Senior Managers re provision of information.

Duties and key result areas:

1. Manage Departmental income and expenditure including purchase requistions and payment, issuing of invoices for sums due, processing of journal transfers in conjunction with the appropriate Council departments.
2. Contribute to the induction, appraisal, training and development of less experienced colleagues, acting as coach and mentor as necessary.
3. Develop administrative systems in order to meet specific local requirements, such as the management of Special Educational Needs (SEN) Top Up funding and Service Level Agreement arranegments.
4. Maintain information systems such as filing, service, client or asset records, booking systems and reference materials in a manner that ensures accuracy, confidentiality, rapid access and ease of use.
5. Assist with more complex support work to investigate, collate, record, manipulate, extract and distribute data in accordance with predetermined boundaries or as instructed.
6. Respond to more complex or detailed enquiries both verbally and in writing.
7. Receive goods and services and process invoices for payment, in accordance with financial procedures and regulations and complete financial reconciliations as appropriate.
8. Assist in the monitoring of relevant budget headings, to ensure effective spend against established targets and compliance with financial regulations.
9. Be responsible for the development and maintenance of a database to assist with the recording and monitoring of all grant funding for the directorate.
10. Process accounts for payment, reconcile errors and omissions and liaise with suppliers as necessary.
11. Ensure care and reconciliation of petty cash and other amounts of cash or cheques.
12. Deal with external sources (clients, suppliers, public, other public bodies) resolving non-routine queries and problems.
13. Maintain impress accounts and local accounts in accordance with Financial Regulations.
14. Undertake any other duties and responsibilities consistent with the nature, level and grade of the post.

Work Arrangements

Transport requirements:	Occasional need to travel to other service locations to provide cover, collect documents from Archives, attend training etc.
Working patterns:	37 hours per week, day work. Flexible working hours may apply if staff co-operate to provide cover.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Administrative finance Assistant	**Director/Service/Sector:**	Ref: 1773
Essential	**Desirable**	**Assess by**
Qualifications and Knowledge		
A good general education demonstrating numeracy and literacy. NVQ Level 2 or equivalent in a business related discipline.	NVQ Level 3 or equivalent in a business related discipline. A knowledge and understanding of the directorate's services.	
Experience		
Considerable experience in a similar role covering a broad range of support tasks and procedures Experience in using office applications on a personal computer.	Experience of the directorate' services. Previous experience of supervising others. Experience using Microsoft Office.	
Skills and competencies		
Writes clearly, succinctly and correctly. Able to quickly and accurately manipulate numerical data using all arithmetic functions. Ability to organise self and work without constant supervision. Skilled in using office applications on a personal computer. Able to apply technology in new work-related situations. Able to follow instructions and procedures without constant supervision. Ability to form appropriate relationships quickly. Works in a systematic and orderly manner. Knowledge of a broad range of work related tasks and procedures together with the operation of associated tools and equipment.	Advanced skills in Microsoft Office.	
Physical, mental, emotional and environmental demands		
Usually works in a seated position. Some standing, walking, stretching or lifting. Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands. Contact with the public may result in some emotional demands. Minimal exposure to disagreeable, unpleasant or hazardous conditions.		
Motivation		
A commitment to providing a quality administrative support service. Reliable and keeps good time. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and diversity in all aspects of work. Appropriately follows instructions to achieve set objectives. Works collaboratively to achieve team spirit. Adapts to change by adopting a flexible and cooperative attitude.		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits