



# South Tyneside Council

## BUSINESS AND RESOURCES

### JOB DESCRIPTION

**POST TITLE:** Senior Finance Officer  
**GRADE:** Band 7  
**RESPONSIBLE TO:** Strategic Finance Manager/Technical Finance Manager

#### Overall Objectives of the Post:

To assist in managing the financial affairs of the Council, South Tyneside Homes (STH), schools and the Tyne and Wear Pension Fund. The postholder is expected to provide financial support and advice to budget holders and managers to assist these bodies in fulfilling their statutory financial obligations whilst meeting corporate objectives as set out in relevant strategic plans.

#### Key Tasks of the Post:

**1. To assist in development of Medium Term Financial Plan. You will:**

- Assist in preparing detailed working papers to support a range of policy/service options.
- Assist in the compilation of reports to senior officers and members.
- Assist in the compilation of the published plan.
- Assist in the development and costing of cross cutting options to support the financial planning process.
- Assist in the annual review on fees and charges.

**2. To be key support in the monitoring of budgets and other plans. You will:**

- Assist in compiling reports on a regular basis for presentation to budget holders on budgetary performance.
- Assist in the preparation of financial information to Group Management Teams and STH Board/Executive Team.
- Assist in the development of robust financial systems to improve the provision of management information to budget holders.
- Assist in promoting excellent financial practice amongst schools, staff, members and partners.

**3. To be key support in ensuring the Council, STH and schools meet their statutory financial reporting requirements. You will:**

- Prepare various elements of statutory accounts ensuring that external financial reporting deadlines are met.
- Prepare appropriate working papers to the required standard for external audit scrutiny.

- Complete statutory financial returns on behalf of the Council, STH and schools, including the monthly VAT return.
- Prepare responses to freedom of information requests.
- Support on-going liaison with external audit ensuring a productive working relationship at all times.

**4. *Miscellaneous. You will:***

- Keep abreast of changes in rules or legislation and provide advice to senior management and Council officers as appropriate.
- Ensure that financial records are accurate and up to date and that data is appropriately reconciled.
- Ensure that accounts are reconciled and income and expenditure is coded properly and meets the chart of accounts requirements.
- Manage the right to buy, contractor appraisal and BACS processes.
- Undertake work on ad-hoc or special projects at the request of Finance Advisors or senior management.
- Support other finance staff in fulfilling their roles including some line management responsibility as and when required.

**5. *You will be responsible for making a corporate contribution. You must:***

- Understand the Council's priorities and how your role contributes to them.
- Be a willing member of corporate teams tackling cross-cutting issues and help others in the organisation fulfil their own corporate contribution.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: TR/KDS

Date: 19/03/2020