

## JOB DESCRIPTION

<b>Post Title:</b> Programme Finance Officer		<b>Director/Service/Sector:</b> Local Services / Property Services		<b>Office Use</b>
<b>Grade:</b> Band 5		<b>Workplace:</b> County Hall		<b>JE ref:</b>
<b>Responsible to:</b> Building Repairs & Improvements Team Leader		<b>Date:</b> September 2014	<b>Manager Level:</b> <b>HRMS ref:</b>	
<b>Job Purpose:</b> To assist the Capital Project Team in the delivery of an effective Programme Management Function				
<b>Resources:</b>	Staff	None.		
	Finance	The provision and management of financial and project data relating to the Capital & Change Programme.		
	Physical	Careful use of PC and shared responsibility for other office equipment provided. Handling and processing information. Ordering and stock control.		
	Clients	None.		
<b>Duties and key result areas:</b> 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Work Arrangements	
Transport requirements:	May be required to travel to other service locations to assist colleagues, attend training, etc. On occasion may be required to attend external meetings and conferences and retrieve archived documentation as necessary. May need to visit sites as and when necessary. 37 hours per week, day work. Flexible working hours may apply if colleagues co-operate to provide cover.
Work patterns:	
Working conditions:	

## PERSON SPECIFICATION

Post Title: Programme Finance Officer		Director/Service/Sector: Local Services / Property Services		Ref:
Essential		Desirable		Assess by
Qualifications and Knowledge				
<ul style="list-style-type: none"><li>• A good general education demonstrating numeracy and literacy.</li><li>• NVQ Level 4 or equivalent in a business / finance related discipline.</li><li>• Advanced skills in the use of spreadsheets in Microsoft Excel.</li><li>• Basic Knowledge of general building activities</li></ul>		<ul style="list-style-type: none"><li>• A knowledge and understanding of the Group's services.</li><li>• Knowledge of good customer service practice</li></ul>		
Experience				
<ul style="list-style-type: none"><li>• Considerable experience in a similar role covering a broad range of support tasks and procedures</li><li>• Experience of the capital budget setting and monitoring process.</li><li>• Experience in the production and interpretation of financial reports.</li><li>• Experience of working in a project orientated environment.</li><li>• Experience in using office applications on a personal computer including Microsoft Office and bespoke databases.</li><li>• Telephone experience including dealing with people in difficult situations.</li></ul>		<ul style="list-style-type: none"><li>• Experience in the use of Oracle e-Business.</li><li>• Experience in working in a support role in the construction industry.</li><li>• Experience of the Group's services.</li><li>• Ability to deal with staff across all levels and disciplines.</li><li>• Experience of information gathering and research.</li></ul>		
Skills and competencies				
<ul style="list-style-type: none"><li>• Writes clearly, succinctly and correctly, able to quickly and accurately manipulate numerical data using all arithmetic functions.</li><li>• Ability to follow instructions and procedures, organise self and work without constant supervision.</li><li>• Skilled in using office applications on a personal computer and able to apply technology in new work-related situations.</li><li>• Ability to form appropriate relationships quickly, having a stable, even temperament and helpful manner.</li><li>• Works in a systematic and orderly manner and has ability to cope with pressure.</li><li>• A flexible attitude to accommodate workload peaks and maintain service provision and ability to empathise with customers and identify their needs.</li><li>• Knowledge of a broad range of work related tasks and procedures together with the operation of associated tools and equipment.</li></ul>		<ul style="list-style-type: none"><li>• Advanced skills in Microsoft Office.</li><li>• Accustomed to using Tribal K2 or other Property Management System.</li></ul>		
Physical, mental, emotional and environmental demands				
<ul style="list-style-type: none"><li>• Usually works in a seated position. Some standing, walking, stretching or lifting.</li><li>• Continuous and prolonged periods of concentrated mental attention with</li></ul>				

<ul style="list-style-type: none"> <li>frequent pressure from deadlines, interruptions and conflicting demands.</li> <li>Contact with the public and other service users may result in some emotional demands.</li> <li>Occasional site visits resulting in exposure to disagreeable, unpleasant or hazardous conditions.</li> </ul>		
<b>Motivation</b>		
<ul style="list-style-type: none"> <li>A commitment to providing a quality project support service.</li> <li>Reliable and keeps good time.</li> <li>Self-motivated, adaptable and resourceful; demonstrates integrity and upholds values and principles.</li> <li>Promotes equal opportunities and diversity in all aspects of work.</li> <li>Appropriately follows instructions to achieve set objectives, demonstrates service and customer orientation.</li> <li>Works collaboratively to achieve team spirit.</li> <li>Adapts to change by adopting a flexible and cooperative attitude.</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>To meet the transport requirements of the post.</li> </ul>		

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