

Job description

Post title: Business Finance Officer AA3893

Evaluation: 456 points **Grade:** N5

Responsible to: Business Finance Team Manager

Responsible for: N/A

Job purpose: To provide comprehensive business management support on finance related matters. This includes maintenance of management information systems, and production of data to enable provision of accurate financial information so that Directorate needs are met in line with the Cabinet's vision, priorities and values.

Main duties: The following is typical of the duties we expect you to carry out. It is not necessarily exhaustive and you may need to carry out other duties of a similar nature and level from time to time.

1. To process payments and income and maintain accurate records in accordance with Financial Regulations
2. To liaise with internal and external organisations to ensure that all payments are made and income is recovered
3. To communicate with services users (or their financial representatives) to collect financial information for charging purposes and provide advice in relation to the charging policy and payment options.
4. To carry out financial assessments and audits of direct payments (predominantly by phone) made to services users.
5. To deal with enquiries, including those of a complex nature including service specific technical queries in line with laid down procedures and protocols,
6. To liaise with internal staff and external organisations as required to ensure appropriate outcomes for service users.
7. To refer situations where a service user may be at risk of financial abuse or exploitation to the appropriate safeguarding manager.
8. To prepare appropriate documentation, including correspondence, reports and management information as required.

9. To contribute to the development, implementation, review and maintenance of business systems and processes.
10. To promote and implement the Council's Equality policy in all aspects of employment and service delivery.