

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Finance Transformation and Performance		Service Area: Finance	
JOB TITLE: Senior Finance Technician			
GRADE: K			
REPORTING TO: Senior Accountant / Accountant			
1.	JOB SUMMARY: To be responsible to the accountants for the effective and efficient performance and management of the finance function and the provision of financial management support.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	Support the accountant in monitoring and upkeep of the medium term financial plan and capital plan.	
	2	Provision of financial support and advice to service managers.	
	3	Support the preparation of the budget in line with corporate standards and timescales.	
	4	Interpretation, analysis and assessment of budget monitoring information following a risk-based approach. Incorporation of results into future years medium term financial plan and strategy.	
	5	Closure of accounts for the service area in line with corporate standards and timescales.	
	6	Support the analysis of legislation, government guidance and initiatives, and assess the financial implications, risks and opportunities for the Council.	
	7	To provide financial support to a range of projects.	
	8	Completion of statutory returns and grant claims in line with established timescales.	
	9	To support the development of systems, treasury management activity and provide VAT advice.	
	10	To support and promote the development and improvement of the Finance Transformation and Performance Directorate and the Council and promote strong and effective employee engagement.	

	11	To ensure a culture of co-operation and effective joint working is maintained and ensure the service is customer focussed.
	12	To appraise staff and to assist in their training and development and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Rob Hirst		May 2025
Job Description agreed by: (Post holder)			

PERSON SPECIFICATION

Job Title/Grade	Senior Finance Technician	K
Directorate / Service Area	Finance Transformation and Performance	Finance
Post Ref:	TBC	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications		Qualified Accounting Technician (AAT)	Application form
Experience	Financial Management experience	- Local Government or Public Sector experience - Ability to liaise, and work in partnership, with a wide variety of operational and service managers - Completion of statutory returns and grant claims in line with established timescales.	Application / Interview
Knowledge & Skills	- Demonstrable knowledge and understanding of the current issues faced by Local Government. - Strong Communication Skills - Planning and organising - Customer focus	Familiarity with and the ability to use information technology to improve processes.	

Specific behaviours relevant to the post	• Demonstrate the Council's Behaviours which underpin the Culture Statement. • Adaptable to change		Application / Interview
Other requirements			

Person Specification dated May 2025