



Coventry City Council

## Job Description

<b>Post:</b>	Financial Operations Support Officer	<b>Job Number:</b>	
<b>Service:</b>	Business Systems & Continuous Improvement	<b>Post Number:</b>	
<b>Location:</b>	One Friargate	<b>Grade:</b>	5

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

Working as part of the Business Systems and Continuous Improvement Team, you will support Heads of Service and the Financial Operations Manager to meet their financial responsibilities relating to Community Care.

### Main Duties and Responsibilities:

1. Oversee and co-ordinate Community Care Budgetary Control Reporting within the designated service area.
2. Support the Heads of Service, General Managers, Team Leaders, and Business Systems and Continuous Improvement colleagues to ensure that the development and maintenance of processes and practice meet the City Council's requirements for effective budget management of the Community Care Purchasing Budgets.
3. Induct, train and support staff in financial Community Care processes.
4. Through liaison with Partner Agencies, support the management of recharges and other funding streams in relation to Community Care.
5. Assist in the completion of grant claims and audit returns in relation to Community Care income and expenditure.
6. Drive Community Care budget preparation, monitoring, forecasting, and final accounts by provision and interpretation of financial information (including from the department's client record, finance and ICT system or any system that replaces it). Be responsible for the co-ordination of returns and responding to ad hoc information needs in relation to Community Care.
7. Monitor reports relating to Community Care and co-ordinate referral of issues that would impact upon the purchasing budget through appropriate City Council procedures.

8. Ensure that processes and procedures meet audit requirements.
9. Alert budget holders and relevant finance staff of any areas of financial concern in relation to the Community Care Budget.
10. Support budget holders in relation to budget development and planning/management of new initiatives relating to Community Care. Develop and utilise systems in monitoring trends and expenditure that will guide development in service delivery.
11. Prepare clear/readily-understood budget reports, utilising ICT skills
12. Contribute to the scope of the job in a way that develops the financial policies and framework of Adult Social Care to enhance its effectiveness and adaptability to change.
13. Participate in team, service and corporate meetings and training events, etc, as required.
14. Provide cross team cover where required.
15. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:** Financial Operations Manager

**Date Reviewed:**

**Updated:** January 2022



Coventry City Council

## Person Specification

<b>Post:</b>	Financial Operations Support Officer	<b>Job Number:</b>	
<b>Service:</b>	Business Systems & Continuous Improvement	<b>Post Number:</b>	
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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• The principles of providing social care to adults/older people and the financial framework in which services are funded and provided.</li></ul>
	<ul style="list-style-type: none"><li>• Understanding of the annual financial cycle, basic accounting and budgetary control processes and procedures.</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of IT systems that support budgetary control.</li></ul>
	<ul style="list-style-type: none"><li>• Issues affecting the relevant area of Adult Social Care.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Ability to contribute to the development, and ensure the maintenance, of financial systems and procedures.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to collect and analyse complex financial information and be able to prepare clear written presentations of financial information to finance specialist and non-finance specialist staff.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to prepare budgetary control and other reports relating to Community Care.</li></ul>
	<ul style="list-style-type: none"><li>• Use and understanding of computer based financial systems and spreadsheet and word processing software.</li></ul>
	<ul style="list-style-type: none"><li>• Skills and confidence to communicate effectively with staff at all grades [orally and in writing] within a multi-agency setting, with Local Authority financial specialists, and with external partners.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to analyse information, evaluate and give sound advice.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to work to strict deadlines and to prioritise workload.</li></ul>
	<ul style="list-style-type: none"><li>• Work independently and as part of a team.</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Financial administration.</li></ul>
	<ul style="list-style-type: none"><li>• Use of IT.</li></ul>
	<ul style="list-style-type: none"><li>• Preparation of financial management information.</li></ul>
	<ul style="list-style-type: none"><li>• Consideration of implications of financial management information.</li></ul>
	<ul style="list-style-type: none"><li>• Achieving tasks under pressure.</li></ul>

<b>Educational:</b>	<ul style="list-style-type: none"><li>• Working towards attainment of AAT or the ability to demonstrate equivalent work experience at that level.</li></ul>
	<ul style="list-style-type: none"><li>• </li></ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li></ul>
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**Date Reviewed:**

**Updated:** January 2022