

Job Description and Person Specification



Job Description

Job Title	Financial Operations Officer
Grade	Grade 5
Service	Business Systems and Continuous Improvement
Reports to	Financial Operations Manager
Location	Friargate
Job Evaluation Code	Y5382D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:



About the Service your team will provide

Purpose of the role / Output

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 & Key Accountabilities

Core Knowledge

- Oversee and co-ordinate Community Care Budgetary Control Reporting within the designated service area.
- 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.
- Induct, train and support staff in financial Community Care processes.
- Through liaison with Partner Agencies, support the management of recharges and other funding streams in relation to Community Care.
- Assist in the completion of grant claims and audit returns in relation to Community Care income and expenditure.
- 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.
- Monitor reports relating to Community Care and co-ordinate referral of issues that would impact upon the purchasing budget through appropriate City Council procedures.
- Ensure that processes and procedures meet audit requirements.

- Alert budget holders and relevant finance staff of any areas of financial concern in relation to the Community Care Budget.
- 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.
- Prepare clear/readily-understood budget reports, utilising ICT skills
- 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.
- Participate in team, service and corporate meetings and training events, etc, as required.
- Provide cross team cover where required
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Care Agencies Residential and Nursing Homes Primary Care Trust External Audit	Internal Budget Holders Audit Commissioning Social Work Teams Financial Assessment Team
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
1.	The principles of providing social care to adults/older people and the financial framework in which services are funded and provided
2.	Understanding of the annual financial cycle, basic accounting and budgetary control processes and procedures.
3.	Knowledge of IT systems that support budgetary control.
4.	Issues affecting the relevant area of Adult Social Care.
Skills and Abilities	
1.	Ability to contribute to the development, and ensure the maintenance, of financial systems and procedures.
2.	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
3.	Ability to prepare budgetary control and other reports relating to Community Care
4.	Use and understanding of computer based financial systems and spreadsheet and word processing software
5.	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
6.	Ability to analyse information, evaluate and give sound advice
7.	Ability to work to strict deadlines and to prioritise workload.
8.	Work independently and as part of a team
Experience	
1.	Financial Administration
2.	Use of ICT
3.	Preparation of financial management information

4. Consideration of implications of financial management information.
5. Achieving tasks under pressure.
Qualifications
Working towards attainment of AAT or the ability to demonstrate equivalent work experience at that level
Special Requirements

Date Created	May 2019	Date Reviewed	December 2022
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