

Finance Officer – Grade 9 - 10

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work

The Finance Officer is responsible to the Finance Manager or Senior Finance Officer as appropriate. The Finance Officer contributes to the provision of accounting and other financial information for devolved budget holders and other senior managers in the Council, which is to help management throughout the Council fulfil their responsibilities.

You will be part of a committed team which builds and maintains co-operative working with other teams and partners to deliver services effectively.

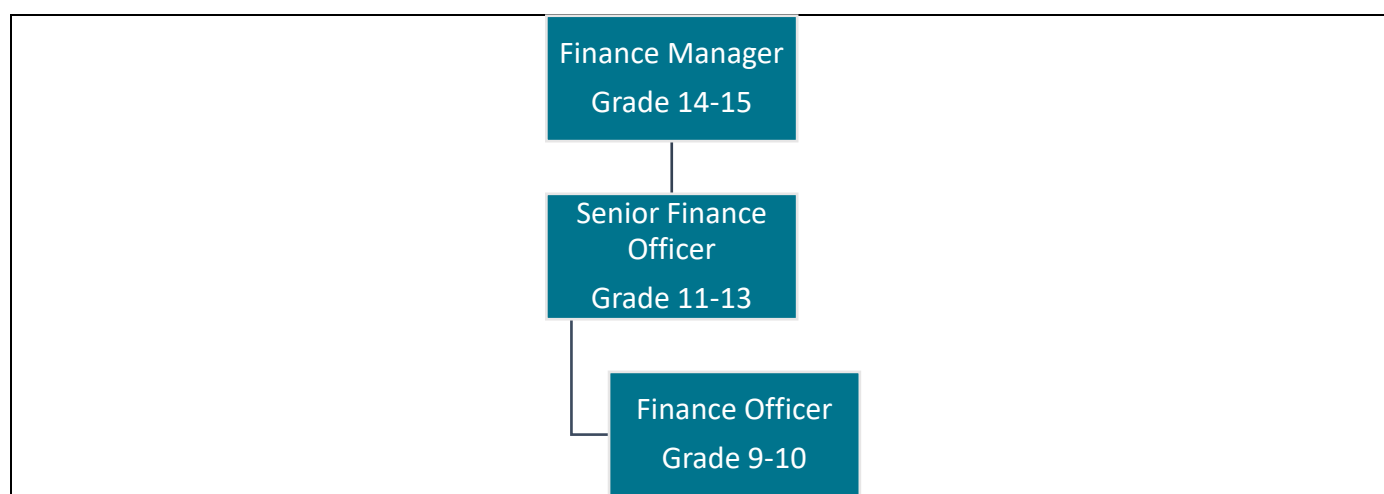
This role is based within Finance Service (Accountancy). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Finance Officers will be able to demonstrate technical competencies will provide a range of professional finance support service provision, from revenue and capital budget preparation, monitoring, maintenance and preparation of accounts, external funding to Treasury Management
- You will take personal responsibility for achieving results, managing and prioritising workloads to meet organisational and external deadlines. Consistency in working to the agreed standards of quality for the service will be fundamental for the achievement of financial objectives and this may require you to take actions, direct and support staff or seek support where appropriate.
- Your performance will be measured against key performance indicators together with your ability to ensure delivery of appropriate high quality, timely financial advice and support.
- This will involve the use of both technical and appropriate behavioural skills.
- Finance Officers will be required to assist with the supervision, training and development of Assistant Finance Officers and Trainees.
- You will help to deliver the objectives of the Service and ensure continuous improvement.
- You may also be expected to carry out duties of a similar level and nature within the wider finance function.
- Provision of high quality and timely accounting and other financial information that is directed and controlled in accordance with statutory, financial, and Council procedures.
- Aiding Finance Managers / Senior Finance Officers in the maintenance and development of the Service.
- Analyse and interpret data from a variety of sources and communicate the analysis effectively so that it can be used to inform decision making.
- Ensure timely and accurate production of key financial statements supporting all aspects of service delivery.

- An understanding of the Council as a service provider and a business and how the Finance function relates to this.
- Show clear and appropriate communication of issues involving some elements of complexity.
- Ensure adequate working papers are prepared and retained in accordance with service standards and procedures.
- Recognise the need for confidentiality of data, and compliance with GDPR rules.
- Look to develop new ways of working for the service and where appropriate challenging existing ways of working.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Qualified AAT or part qualified CCAB, similar relevant qualification or ability through relevant experience to work at that level.	Essential
Demonstration of actions that maintain the current relevance of existing qualifications or experience.	Essential
Awareness of the current issues affecting local government and the financial implications for local authorities.	Essential
Experience of complex financial systems and software packages.	Essential
Experience in Accountancy, Internal Audit or similar environment.	Essential
Detailed knowledge of accountancy principles.	Essential
Ability to analyse and interpret a wide range of financial or business control information.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Finance	Grading ID	18750 / 18751
Job ID	80100559	Last Updated	June 2020
Job Focus	Yes	Career Progression	

Contractual Variants

DBS Category	NA	DBS Type	NA
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR			