Career/Linked Grade Post

Introduction

Role profiles have been written for all roles in the Council. Each post in the Council has been allocated to one of the role profiles and the allocation will be recorded on SAP. The allocation of jobs to role profiles is based on identifying the Job Family which provides the best fit for the work area and the current pay range of the job holder.

Within each family there is a series of role profiles each linked to a Buckinghamshire Council Pay grade. Each role profile follows a standard format which captures the key accountabilities and typical knowledge, skills and experience (in generic terms) for all the jobs that are linked to that role profile.

Progression

All new appointments will be made to a grade based on the qualifications, experience, and the role and responsibility. The appointment offer will state that advancement to a higher grade is not automatic but is dependent upon review and successful performance.

The review will assess whether the employee has met all appropriate requirements of the existing post, as specified in the relevant Role Profile and shown proper motivation, conduct and standard of performance in respect of past and current duties and responsibilities. The postholder must have demonstrated that they are working at a higher level and meet the requirements of the relevant Role Profile.

Pay progression and appointments within the Career/Linked Grade will be subject to the conditions stated in Buckinghamshire Council Employment Conditions.

Post Title	Finance Officer	**Pay Grade**	Proposed Grade 2 to Grade 3
Directorate **Service Area**	Resources - Finance Services	**Line Manager**	Income Team Leader
Work style (Delete as applicable) Location	Any desk	**Job Family & Role Profile**	Organisation Support and Partnering – OSP02O to OSP03O
DBS Check Required?	No		

Job Purpose and Job Context
To support financial transaction processing activity for Buckinghamshire Council through timely and accurate processing. Deliver excellent customer experience by providing efficient and effective service through continuous improvement within the team and by working in collaboration with all the stakeholders.

GRADE 2

Main Responsibilities and Duties

- Prompt and accurate clearance of unallocated income and customer receipts.
- Carry out timely processing activities in relation to various types of income receipt activities.
- Reconciliation and maintenance of control accounts.
- Support team to monitor customer (internal and external) request and respond to or direct the enquiries to the appropriate officers.
- Ensure compliance with policies and procedures.
- Build good working relationships with all stakeholders.
- To carry out duties as and when directed by the Team Leader.

Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

- Perform to your best every day
- Cares about delivering the role and setting high standards
- Upholds the reputation of the service and the wider Council

Ambitious

- Ambitious to learn, develop and fulfil potential
- Ambitious to do things better
- Solution focused looking for suitable resolutions

Collaborative

- Effectively engages with others sharing ideas and solutions
- Able to look at things from different perspectives
- Happy to work with others to achieve outcomes

Trustworthy

- Accountable for actions
- Behaves professionally and to professional standards
- Quick to respond and show initiative

Knowledge, Skills and Experience ***(use job family to complete)***	**Job Specific Examples**	**Essential**	**Desirable**
Highly numerate and accurate with attention to detail		✓	
Excellent written and verbal communication skills.		✓	

Good ICT skills which require use of standard packages and may include use of bespoke databases etc/specialist systems		✓	
Ability to follow and comply with procedures		✓	
Good organisational skill with the ability to work methodically		✓	
Ability to work as part of a larger team		✓	
Qualifications		**Essential**	**Desirable**
GCSEs or equivalent including English and Maths		✓	
Other Requirements		**Essential**	**Desirable**
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.		Y	
Politically Restricted Post The Local Government and Housing Act 1989 prevents certain officers from taking part in political activities, such as holding office as a local councillor. There are broadly two categories of restricted posts: Posts which are 'specified' as per Section 2(1) of the LGHA 1989 and Posts which are 'sensitive', which means that they are politically restricted by virtue of the nature of the role, rather than the job title.		N	N/A
This post is covered by the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare: • Unspent convictions and/or unspent conditional cautions only For further information on how long it takes for convictions and conditional cautions to be spent, please refer to Nacro's *guide* on the Rehabilitation of Offenders Act.		Y	

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.

Additional Information for Job Evaluation

The information provided hereafter is required for job evaluation purposes only and does not form part of the job summary and should be removed prior to using the job summary for recruitment advertising or selection processes.

Job Family	OSP02O to OSP03O	**Anticipated Grade**	Grade 2 to Grade 3
New Role	Yes	**Anticipated Job Role Profile Ref**	
Post number(s)	n/a	**If not a new role, what is the legacy council?**	
If a previous BCC post, please provide the original job evaluation number if possible.			

GRADE 2

Communicating and Influencing

Which of the following components is likely to be required of the job holder (tick all that apply):

✓	**Component**	Activities	End Result
✓	Courtesy	Communicating skills less important than procedural skills. 'Getting along' with people effectively.	Customer/contact is well treated
✓	Tact		
✓	Provide information		
✓	Understand	Uses technical knowledge to cause action or acceptance. Group leaders/technical supervisors/technical negotiators	Action or acceptance
	Influence		
	Rational arguments		
	Develop	Skills critical in changing behaviour of others. Most managers/negotiators/mediators	Behavioural change
	Motivate		
	Inspire		

With whom does this role have regular work contact? Customers, partners, and wider organisation

Which key stakeholders does is role have to work with to be successful? As above

Planning

What sort of deadlines does this role work to? (tick all that apply):	✓	**Job Specific Examples**
Short term (1-6 months)	✓	• Prioritising of daily/monthly tasks • Learning new systems and processes • Meeting daily/weekly and monthly performance targets
Medium term (up to 12 months)		
Long term (1 year plus)		

Forward planning requirements (tick all that apply):	✓	**Job Specific Examples**
Up to 3 months		
1 year		
3-5 years		

Problem Solving

Job holder will: (tick the closest fit, please do not select more than **one** option):	✓
Work with exact instructions, with minimal or no latitude to deviate from these	✓
Work with specific instructions and standards, with some predefined options to choose from	
Work with well defined, somewhat diversified procedures, with the requirement to prioritise and organise work	
Be told what to do with options on how, post holder will have choice over which procedures to use and in which order to use them	
Be told what to do, free to think about how, post holder will need to develop procedures and processes	
Be told what to do in very broad terms, post holder will need to develop plans, set priorities, and develop processes to achieve objectives	

Job holder will use the following thought processes: (tick all that apply):	✓	Overview
Recognise/recall	✓	'This is the answer'
Sort	✓	'Which is the answer?'
Search	✓	'Where is the answer'
Analyse		'Is this the right question?'
Interpret		
Evaluate		

Decision Making and Accountability

Level of supervision will be (tick the closest fit, please do not select more than **one** option)**:**	✓
Closely controlled, on a continuing or hourly basis	
Controlled, less stringent, allows scope to follow standing instructions until told otherwise	✓
Standardized. Supervisor checks in both on a periodic basis and after the fact.	
Generally regulated. Review may be at the end of the day or week and is after the fact. Assignments specify both 'what' and by 'whom'	
Clearly directed. Achieves objectives within approved plans. Post holder determines 'how' and 'when'. Monthly/annual focus.	
Generally directed. Establishes end results and annual objectives for service/business unit. Takes action and commits resources.	

If this role manages a budget please state the size of the budget: No

If this role monitors a budget please state the size of the budget: n/a

How many direct reports does this job have in its reporting line? None
Please also indicate the grade/range of the direct reports and which legacy organisation's terms this relates to. *(e.g., 2x Range 3 BCC, 1x Range 2 AVDC, 1x Range 4 WDC)*

How many indirect reports does this job have in its reporting line? None

If the role does not manage/monitor a budget or manage staff please indicate the nature of the role choosing the closest fit from the below options.

Description: (tick the closest fit, please do not select more than **one** option)	✓
Ancillary - Provides incidental support services, which may include simple tasks such as filing, cleaning for example	
Supportive - Provides support service usually of an informational/recording nature within a department, OR operates/maintains secondary or support equipment or machinery	
Operational - Provides a support service of a facilitating or interpretative nature across one or several departments OR operates/maintains major technical equipment OR coordinates practical/personal support services, typically through others to groups of clients	✓
Analytical – Provides a specialized service, usually of an analytical, diagnostic and advisory nature OR operates/maintains critical, highly complex equipment or systems that are core to the business	
Guiding – Leads an identifiable area of activity such as employee teams/projects within well defined parameters OR provides advice and guidance within an area of expertise at the framework/policy development level	
Effecting – Delivers results from operations comprising multiple related teams performing diverse activities OR ensures the delivery of strategic programs OR leads the provision of functional policies and frameworks that enable organisational performance	

What are the top three key decisions this role would be responsible for?

1. Prioritising own workload
2. Working as part of a team/individually

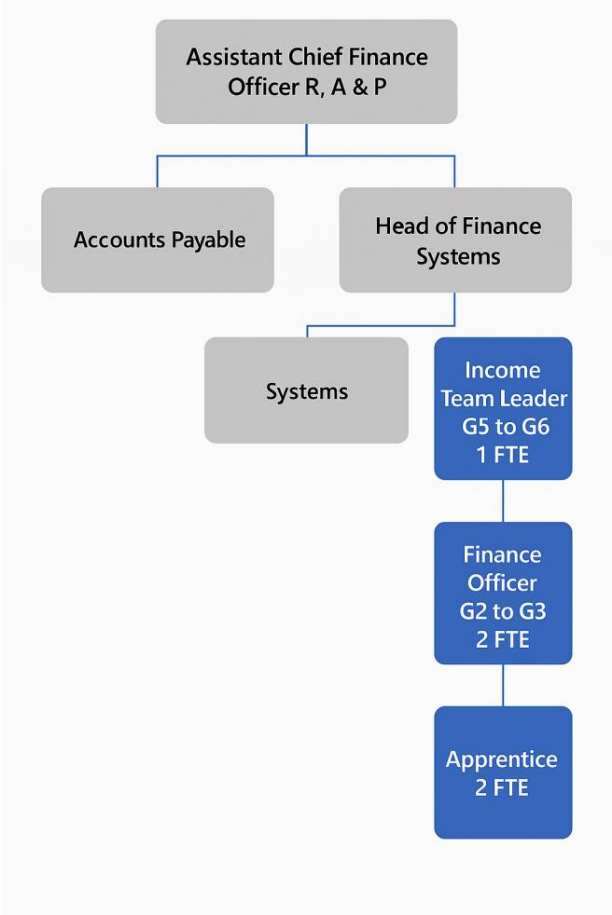
What decisions are referred to the line manager?

1. Difficulties with workload
2. Customer complaints
3. Any additional training that is required

Re-Evaluations
Where this is an existing post, please identify the changes to the post since it was last evaluated:

Any other information
Please use this area to provide any other relevant information that is not covered elsewhere.

Please add an organisational structure chart to the job evaluation request if this is available.



GRADE 3
Main Responsibilities and Duties
▪ Prompt and accurate clearance of unallocated income and customer receipts. ▪ Reconciliation and maintenance of control accounts. ▪ Carry out timely processing activities in relation to various types of income receipt activities. ▪ Monitor customer (internal and external) request and respond to or direct the enquiries to the appropriate officers. ▪ Maintain an efficient and effective administration to provide audit trails and adherence to policies and procedures. ▪ Assist in setting up, administration, maintenance and compliance of income collection devices ▪ Build good working relationships with all stakeholders. ▪ Identify and recommend areas where improvements could be made within own role / team. ▪ Proactively follow up where information is incomplete, ambiguous or contradictory**.** ▪ Ensure accurate VAT codes are used for different income types. ▪ Requesting accurate master data setup for Finance systems where appropriate. ▪ Assist in running processes such as Direct Debit runs, etc. ▪ To carry out duties as required by the Team Leader.
Values and Behaviours
We expect your values and behaviours to reflect the values of the organisation: **Proud** • Perform to your best every day • Cares about delivering the role and setting high standards

- Upholds the reputation of the service and the wider Council

Ambitious

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Knowledge, Skills and Experience *(use job family to complete)*	**Job Specific Examples**	**Essential**	**Desirable**
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Excellent written and verbal communication skills.		✓	
Good ICT skills which require use of standard packages and may include use of bespoke databases etc/specialist systems		✓	
Ability to follow and comply with procedures		✓	
Good organisational skill with the ability to work methodically		✓	
Ability to work as part of a larger team		✓	
Ability to explain financial / specialist information in a way which a non-specialist can understand.		✓	
Working knowledge of other areas of the council relevant to the service.		✓	
Proactive and agile team player to achieve the overall objectives of the service		✓	

Qualifications	**Essential**	**Desirable**
GCSEs or equivalent including English and Maths	✓	
Studying for AAT or relevant qualifications or equivalent experience	✓	

Other Requirements	**Essential**	**Desirable**
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	Y	
Politically Restricted Post The Local Government and Housing Act 1989 prevents certain officers from taking part in political activities, such as holding office as a local councillor. There are broadly two categories of restricted posts: Posts which are 'specified' as per Section 2(1) of the LGHA 1989 and Posts which are 'sensitive', which means that they are politically restricted by virtue of the nature of the role, rather than the job title.	N	N/A

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Medium term (up to 12 months)		
Long term (1 year plus)		

Forward planning requirements (tick all that apply):	✓	**Job Specific Examples**
Up to 3 months	✓	To plan workload to ensure it is completed daily/weekly/monthly
1 year		
3-5 years		

Problem Solving

Job holder will: (tick the closest fit, please do not select more than **one** option):	✓
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Analytical – Provides a specialized service, usually of an analytical, diagnostic and advisory nature OR operates/maintains critical, highly complex equipment or systems that are core to the business	
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Effecting – Delivers results from operations comprising multiple related teams performing diverse activities OR ensures the delivery of strategic programs OR leads the provision of functional policies and frameworks that enable organisational performance	

What are the top three key decisions this role would be responsible for?

1. Prioritising own workload
2. Understanding and dealing with customer/supplier queries
3. Working as part of a team/individually

What decisions are referred to the line manager?

1. changes to processes
2. difficulty in dealing with complex issues or customer queries

Re-Evaluations
Where this is an existing post, please identify the changes to the post since it was last evaluated:

Any other information
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Please add an organisational structure chart to the job evaluation request if this is available.

