**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Finance and Business Support Officer | **Grade**:  SO2 |
| **Section:**  Commissioning and Quality Standards | **Directorate:**  Adult Social care and Public Health |
| **Responsible to following manager:**  Commissioning Manager – Commissioning Programme and Business Intelligence | **Responsible for following staff:**  Nil |
| **Post Number/s:** | **Last review date:**  February 2024 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

To provide administrative, business support to the Commissioning and Quality Standards Division including the management of invoices and the organisation and minuting of key meetings as agreed with the Commissioning Manager – Commissioning Programme and Business Intelligence.

**Specific Duties and Responsibilities**

* To provide effective administrative support to the commissioning teams
* To manage payment of invoices for sexual health and substance misuse services through the local authority’s financial system, ensuring that standing financial instructions are adhered to in the ordering of and payment for goods
* To validate invoices for sexual health services against data available through Pathway Analytics or any successor monitoring system
* To contribute to the monitoring of expenditure
* To manage the procurement of equipment, supplies and some services for back office functions, ensuring that this is delivered within budget
* To act as the secretariat for key strategic commissioning groups as required. This will include arranging meetings, preparation of agendas, minuting of meetings, collating and circulating papers, and liaison with colleagues within the Commissioning Unit and in other Council departments, neighbouring boroughs, provider services, voluntary organisations, service users and carers, and maintaining efficient communication with all stakeholders

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

Management of invoices for sexual health services currently involves making payment to around 100 different NHS Trusts from across the country for the cost of service provided to Wandsworth residents. This may involve either direct checking of backing data or review of data on the Pathway Analytics system (or any successor) which is used by all London sexual health services to record activity undertaken.

Whilst the post is line managed by the Commissioning Manager – Commissioning Programme and Business Intelligence, it is a resource for the entire Commissioning Team. The largest single task for the post will be the validation and management of invoices for sexual health services, which will be supervised by the Sexual Health Professional Lead.

**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

**Team structure**

**Person Specification**

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| --- | --- |
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| **Section:**  Commissioning and Quality Standards | **Directorate:**  Adult Social care and Public Health |
| **Responsible to following manager:**  Commissioning Manager – Commissioning Programme and Business Intelligence | **Responsible for following staff:**  Nil |
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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** | |
| Knowledge of types of services commissioned across Adult Social Care |  | **YES** | **A/I** | |
| Understanding of local authority requirements for financial record-keeping |  | **YES** | **A/I** | |
| Knowledge of financial and process controls | **YES** |  | **A/I** | |
| Knowledge of Payment IT process | **YES** |  | **A/I** | |
| **Experience** | **Essential** | **Desirable** | **Assessed** | |
| Experience of operating financial systems including processing invoices for payment, including accuracy checks | **YES** |  | **A/I** | |
| Investigating disputed invoices including liaising with service providers and other teams to resolve issues |  | **YES** | **A/I** | |
| Experience of taking minutes of meetings | **YES** |  | **A/I** | |
| **Skills** | **Essential** | **Desirable** | **Assessed** | |
| IT literate including word processing, spreadsheets and Microsoft outlook and with particular ability to efficiently use finance systems |  |  |  | |
| Methodical approach and ability to cope under pressure. | **YES** |  | **IT** | |
| Good oral and written communication skills | **YES** |  | **IT** | |
| High level of discretion | **YES** |  | **I** | |
| Ability to organise and prioritise own workload, within defined requirements for the role | **YES** |  | **IT** | |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** | |
| Educated to at least A level or equivalent experience | **YES** |  | **A/C** | |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**