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

**Job Description**

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| **Job Title:** Finance Compliance Officer | **Grade**: SO2 |
| **Section:** ASCPH Finance  | **Directorate:** Adult Social Care and Public Health - Business Resources |
| **Responsible to the following manager**Finance Manager (Financial Management) | **Responsible for the following staff:**none |
| **Post Number/s:** | **Last Review Date:** |

**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 work in collaboration with managers, Internal Audit and other staff to ensure the Directorate maintains an effective and efficient system of internal controls. Internal controls include, but are not limited to, Council and Directorate policies, processes, procedures, systems (manual and IT based), control environments, etc designed to prevent or detect errors, misstatements and fraud.

**Specific Duties and Responsibilities:**

Working with managers, internal audit and other staff to undertake a rolling program of regular testing of key internal controls to:

* Ensure controls are operating as designed and remain fit-for-purpose
* On an ongoing basis test and identify any gaps or weaknesses in controls, assess associated risks and design appropriate controls to address risk
* Maintain documentation on existing controls and update as necessary

Undertake a program of on-going monitoring activities to ensure compliance with internal controls. To provide on-going analysis and reports to highlight areas of potential concern. This will involve analysing big data sets.

Work in collaboration with internal audit to ensure financial procedures and controls are properly adhered.

Advise managers on compliance with procedures and controls. Where necessary draw up a work program to address any issues.

Review Audit reports and address any issues in collaboration with relevant managers and staff.

To actively promote a culture of openness and honesty in financial dealings

Alert and escalate any issues to Head of Finance - Adult Social Care and Public Health and the Assistant Director Business Resources

Key areas for control activities include, but are not limited to:

* Scheme of delegation
* Accounts Payable
* Accounts receivable
* Direct payment
* Client affairs
* Cash and banking transactions

To provide financial support to the Financial Management Team. Key Financial Management Team tasks include, but are not limited to:

* Provide financial support to the Senior Finance Officers
* Freedom of Information Act request co-ordination
* Integra General Ledger Maintenance
* Provide IT training to Directorate staff
* Provide financial support to the various projects undertaken by the Financial Management Team
* Assist in compiling financial and statistical returns
* Raising accounts receivable invoices

These are the key responsibilities as currently defined. Although there is an attempt to list them in priority order, priorities are subject to change and post holders should not place permanent emphasis on the location of the task within this job description

**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 Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post

**2. MANAGEMENT RESPONSIBILITIES**

 There is no management responsibility for these posts

**Person Specification**

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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 – Application form/ CV****I – Interview****T – Test****C – Certificate** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Knowledge of the types of services commissioned across Adult Social Care |  | A/I |  |
| Knowledge of Payments, Receivables, General Ledger and related IT processes |  | A/I |  |
| Knowledge of financial and process controls | A/I |  |  |
| **Experience**  | **Essential** | **Desirable** | **Assessed** |
| Participation on project work streams and implementing changes |  | A/I |  |
| Prioritising staff tasks & organising staff workloads | A/I |  |  |
| **Skills**  | **Essential** | **Desirable** | **Assessed** |
| IT literate with particular ability to efficiently use finance systems | A/I |  |  |
| Experience of use of apps (MS Office, Power BI, AI tools etc) to analyse big data sets | A/I/T |  |  |
| Accuracy and good numeric skills to calculate payments, undertake reconciliations and operate bank accounts | A & I |  |  |
| High standard of both written and oral communication skills | A/I/T |  |  |
| Proven ability to problem solve and make sound decisions | A/I |  |  |
| **Qualifications**  | **Essential** | **Desirable** | **Assessed** |
| Mathematic and English GCSE or equivalent | A/C |  |  |