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Job Profile

Provisional Job Title: Transactional Team - Apprentice	Grade: Apprentice range
Section: Childrens Services Finance	Directorate: Childrens Services
Responsible to: Deputy Finance Team Manager	Responsible for: N/A
Post Number:	

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough 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 your development and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

To provide finance support to the Children's Services Transactional Team to assist with:

- **Team Inbox Management:** Distribute invoices and financial assessments received in the mailbox to the correct team member. Responsible for forwarding invoices that relate to the Business Support Service to them to generate Purchase Orders.
- **Receive and make Phone calls:** These could be suppliers, providers of childcare, foster carers and social workers and other internal and external stakeholders.
- **Final Stages:** To complete the final stage of the assessment process by updating the Mosaic financial record and the payees record along with the staggered review spreadsheet.



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Specific Duties and Responsibilities:

- Request the set up of new organisations on Mosaic and Integra, providing validated evidence to enable the team to pay invoices. Amend existing supplier and payees bank details and records as required.
- Take phone calls from carers, providers, and Business support staff regarding non-payment of invoices or answering queries regarding a payment process to ensure payments are made without delay.
- Allocate invoices, notification forms and requests for payments via the teams' mailboxes to the correct staff member allocated to that task.
- Assist with the validation of information held within the team, such as payment cycle release, staggered review dates for assessments.
- Use Mosaic to identify payment dates and to ensure that payments are scheduled to be released on time to avoid any financial issues for families caring for vulnerable children. Set deadlines to ensure that priority payments are made on time.
- Assists with and undertakes projects as required within the team to achieve successful delivery of implementation where needed.
- Contribute to discussions at team meetings bringing creative ideas and new initiatives to help the team with efficiencies
- Generate Purchase Orders on Mosaic to the correct provider/supplier using accurate budget codes and rates of payments
- Match invoices to purchase orders to enable payments to be made checking that authorisations and codes are correct. Take the lead in solving any problems identified, communicating this to other staff
- Arrange Team Meetings and take the minutes
- Work with the assessment officers to undertake the final stage of the assessment process by amending services on Mosaic to match the outcome of the assessment.
- Other duties as required by the Deputy Finance Team Manager

Progression:



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- Producing Tracker and management information to support any legislative or benefit changes which affect payments and decision making. Use pivot tables and charts where needed. Prepare for release the International Special Guardianship Payments.

Generic Duties and Responsibilities

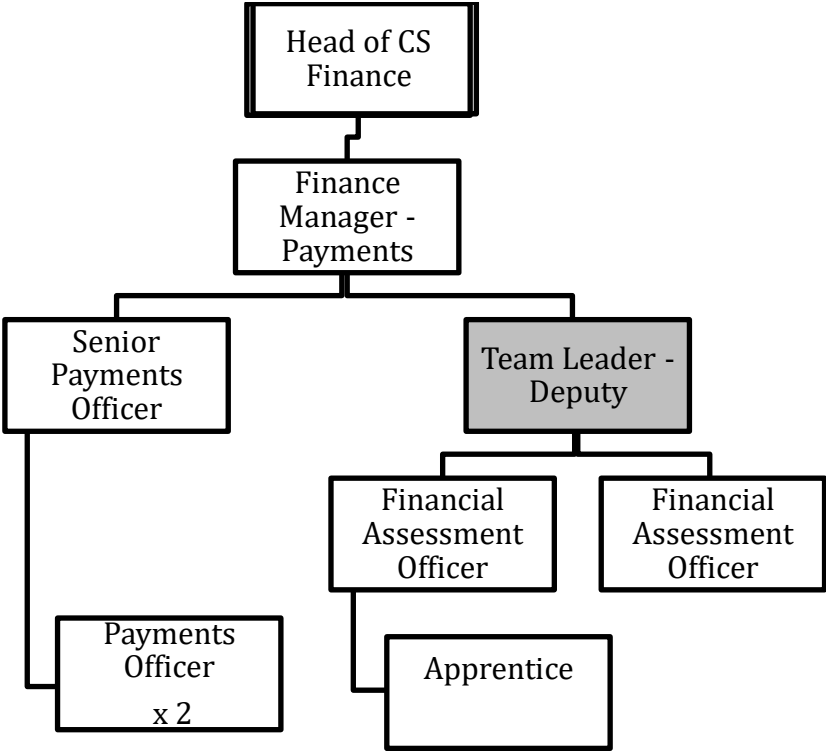
- To contribute to the continuous improvement of the Boroughs of Wandsworth and Richmond services.
- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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 the both Council's duties and responsibilities for safeguarding children, young people and adults as they apply to your 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.

Additional Information

This is a development opportunity for an enthusiastic individual with IT skills to take their first step on the career ladder. The successful candidate will be supported by experienced staff and provided with regular supervision.



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Provisional Job Title: Children's Service Finance Apprentice	Grade: Apprentice range
Section: Children's Services Finance	Directorate: Children's Services
Responsible to: Senior Finance Officer	Responsible for: N/A
Post Number/s:	Date April 2021

Our Values and Behaviours¹

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 –

- taking responsibility and being accountable for achieving the best possible outcomes – a 'can do' attitude to work
- High standards of customer services
- continuously seeking better value for money and improved outcomes at lower cost
- focussing on residents and service users, and ensuring they receive the highest standards of service provision.
- taking a team approach that values collaboration and partnership working

Requirements	Assessed by A & I/ T/ C
Knowledge	
Understanding of good customer service / customer relations	
Understanding of collaborative working/ working in partnership with stakeholders	
Some office admin experience	
Basic understanding of transactions and accurate record keeping	
Understanding of safeguarding	
Experience	
Working with suppliers and customers	
Skills	
Inputting to and creating Excel spreadsheets	T
Good timekeeping and time management	
Good attention to detail	
Good telephone manners	
Simple letter and email writing	
Good interpersonal and communication skills	I
Good level of maths and English	T

¹ These values and behaviours will be developed further as the SSA becomes established.



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Qualifications	
N/A	