

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Finance Officer	Grade: SO1
Section: Finance	Directorate: Children’s Services
Responsible to: Assistant Director – Children’s Services Finance	Responsible for: N/A
Post Number/s: RWA1171	Date last reviewed N/A

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

Richmond & Wandsworth Better Service Partnership 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 operational and transactional finance support to the finance teams within the Children’s Services directorate, ensuring accurate financial processing and reporting.
- To maintain and update financial databases, ensuring data integrity and supporting efficient financial record keeping.
- To lead the management of the voucher mailbox, coordinating the issuance of vouchers, and handling related queries on behalf of the Children’s Services directorate.

Specific Duties and Responsibilities

Operational Finance Support

- To extract relevant data from financial systems and other sources, ensuring accurately and timely input into spreadsheets for use in various financial analyses and decision-making processes.
- To regularly update and maintain finance databases, ensuring that all financial records, transactions, and allocations related to children’s services are accurately recorded and easily accessible.
- To assist finance staff in preparing, updating and maintaining financial spreadsheets, using available data to support budgeting, forecasting, and financial reporting for children’s services.
- To support the finance teams with regular downloads of finance and performance reports from children’s services financial and performance systems.
- To prepare and post financial journals into the financial system (Integra) to ensure accurate record keeping of financial transactions related to children’s services.
- To manage and process requests to set up and amend financial codes, such as cost centres or cost codes, ensuring they are aligned with accounting structures.
- To work closely with the finance business partnering team to ensures that financial codes are correctly configured in the financial system and meet reporting requirements.
- To generate purchase orders to enable timely supplier payments, as required.
- To manage the process of raising delegated authority requests (such as spending thresholds for different management levels).
- To provide regular updates to the Schools Financial Management system.
- To ensure suppliers are accurately set-up and maintained in the financial systems.
- To support the finance teams with resolving discrepancies between HR records and financial data, working to resolve inconsistencies in a timely manner.
- To collaborate with the HR team to regularly review and cleanse data in the HR system (i-Trent), ensuring that employee records align with finance records.

Voucher Mailbox Management

- Take primary responsibility for overseeing the voucher mailbox, ensuring that queries are responded to promptly and efficiently. This will include handling all queries related to vouchers, such as questions on voucher use and disputes regarding eligibility.
- Take ownership of issuing financial or service vouchers (e.g. children’s services programmes such as food and clothing), ensuring all requests are processed in line with policies and eligibility criteria.
- Review and verify the eligibility of families and individuals applying for vouchers, ensuring that proper documentation is provided, and criteria are met.
- Provide regular reports on the distribution and use of vouchers, highlighting any trends or issues, and ensuring accurate data for financial reporting and audit purposes.
- To propose and implement improvements to the voucher issuing process to ensure efficiency, fairness and compliance with financial policies.

Transactional Finance Support

- To input accurate commitments into the social care management system (Mosaic) to ensure that all payments made to service providers, clients and suppliers are accurate and adhere to the council’s priorities.

The post holder will be handling sensitive information data and will need to have a firm understanding of the client groups, and the impact that the finance service can have on outcomes for vulnerable children.

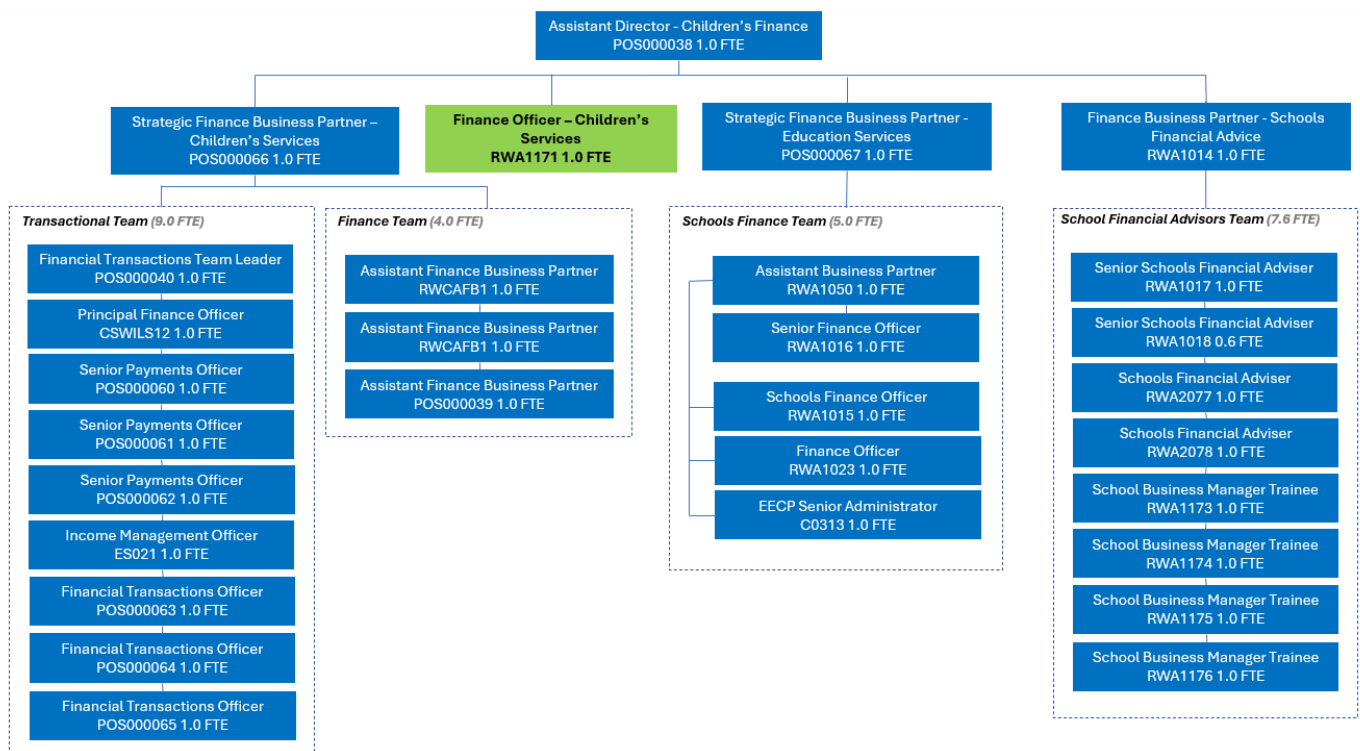
- To check invoices are correct for payments made via the social care management system (Mosaic) and completing electronic checking of payments generated through the system before they are released.
- To input other payments on the financial system (Integra) as required, including emergency social care payments as required.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- 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 Richmond & Wandsworth 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 roles within the Councils.
- 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.

Team structure



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the Richmond and Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Familiarity with public sector financial management principles, including budget monitoring, financial controls, and compliance requirements.	✓		Application / Interview
Understanding of local authority financial procedures, policies, and relevant regulations.	✓		Application / Interview
Understanding of Microsoft Excel and other spreadsheet tools for data analysis, report generation and extracting financial data.	✓		Application / Interview / Test
Proficient in using financial management systems (e.g. Integra, Oracle, SAP or any other local authority finance system) for processing transactions, reporting, and data entry.		✓	Application / Interview
Knowledge of transactional finance processes, including accounts payable/receivable and invoice processing.		✓	Application / Interview

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Understanding of journal entries and correcting errors in financial transactions.		✓	Application / Interview
Knowledge of processes related to the distribution, tracking, and reconciliation of financial vouchers within a public sector or social care setting.		✓	Application / Interview
Experience	Essential	Desirable	Assessed
Proven experience in a finance role, particularly within a local authority or other large and complex organisation, handling transactional finance processes.	✓		Application / Interview
Proven experience in effectively handling and responding to queries from internal and external stakeholders, ensuring timely and accurate resolutions to inquiries.	✓		Application / Interview
Experience in using Microsoft Excel for financial analysis, including data manipulation, formula application, and report generation.	✓		Application / Interview
Experience of building relationships and partnerships and working effectively with a range of internal and external stakeholders in a large and complex organisation	✓		Application / Interview
Demonstrated experience consistently organising and prioritizing workload in a large and complex organisation	✓		Application / Interview
Demonstrated experience in processing invoices, managing accounts payable and receivable, and conducting reconciliations to ensure accurate financial records.		✓	Application / Interview
Experience of preparing and posting financial journals in a financial system in a large and complex organisation		✓	Application / Interview
Proficiency in using financial management software (e.g. Integra, Oracle, SAP or other relevant systems) to process transactions, generate reports, and manage financial data.		✓	Application / Interview
Skills	Essential	Desirable	Assessed
Analytical skills to interpret financial data and provide accurate financial information to internal and external stakeholders.	✓		Application / Interview
Strong attention to detail to ensure accuracy in financial transactions, data entry and reporting.	✓		Application / Interview

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Strong organisational skills to manage multiple tasks and priorities effectively, ensuring timely completion of financial processes and reports.	✓		Application / Interview
Effective verbal and written communication skills to convey financial information clearly to both internal and external stakeholders, as well as to handle queries effectively.	✓		Application / Interview
Excellent time management skills to meet deadlines, particularly during peak periods	✓		Application / Interview
Proficient in using financial software and systems, along with proficient Excel skills for data recording, analysis and reporting.	✓		Application / Interview / Test
Ability to identify issues in financial processes and develop practical solutions, ensuring continuous improvement and efficiency in operations		✓	Application / Interview
Qualifications	Essential	Desirable	Assessed
Educated to degree level or equivalent	✓		Qualification
Part-qualified or qualified fully qualified Accountant - CIPFA, ACA, ACCA, CIMA		✓	Qualification
Background in Children's Social Care and/or Schools Finance		✓	Application / Interview
Role Specific Requirements	Essential	Desirable	Assessed
Proficiency in excel	✓		Application / Interview / Test
Willing to work flexibly	✓		Application / Interview
Well organised, accurate and achieves deadlines	✓		Application / Interview
Effective in helping others achieve deadlines	✓		Application / Interview

A – Application form / CV

I – Interview

T – Test

C - Certificate