**Job Profile**

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| **Provisional Job Title:** Senior Transactional Services Officer | **Grade**: SO1-PO1 |
| **Section:** Financial Management | **Directorate:** Resources |
| **Responsible to:**Transactional Services Manager | **Responsible for:** |
| **Post Number/s:**4 posts | **Date**April 2016 |

**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 the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

Assists in ensuring the effective management of the finance transactional services contract and any retained functions.

**Specific Duties and Responsibilities**

Assists in monitoring performance of the Financial Transactional Services contract including measuring against, and compliance with the contract specification and performance indicators, undertaking spot checks, promptly raising any issues with the Transactional Services Manager.

Responsible for providing the initial point of contact between Council staff and the contractor, having a general understanding of all aspects of the service (Accounts Payable/Procure to Pay, General Ledger and Forecasting, Accounts Receivable, Income Management) and taking a lead role in specific functions.

Undertakes accounting, reconciliation and debt management tasks as assigned.

Ensures that both Councils as well as the Contractor comply with the Financial Regulations and other policies of the Councils.

Ensures that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.

Assists on other groups within the Financial Management Division as directed, to provide flexible response to peak workloads.

Progression to SO2

Can demonstrate the ability to undertake at least 75% of the functions of the Transactional Services Manager without supervision.

Progression to PO1

Can demonstrate the ability to undertake all of the functions of the Transactional Services Manager without supervision.

**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 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.

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.

**Current team structure**

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**Our Values and Behaviours[[1]](#footnote-1)**

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
* 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.

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| **Requirements** | **Assessed by A &**  **I/ T/ C** |
| **Knowledge**  |
| An understanding of the main modules of a finance system (e.g. AP, P2P, GL etc.) and the basic principles of how each module works | A/I |
| An understanding of why reconciliations need to be accurate and timely, especially at the end of the financial year | A / I/ T |
| **Experience**  |
| Experience of working in a public sector finance environment, preferably within a financial systems team | A/I |
| Experience of producing data that can be used to monitor performance  | A / I/ T |
| Experience of working in a project team | A/I |
| Skills  |
| Proficient IT skills to use spreadsheets, financial systems and other relevant packages for analysis and presentation | A / I/ T |
| Ability to prioritising workloads and meet deadlines | A / I/ T |
| Ability to apply problem solving skills and make recommendations to avoid problems arising in the future | A/I |
| Readily shares ideas and information with others and encourages clear, open and honest communication, including with peers and more senior colleagues where appropriate | A/I |
| **Qualifications**  |
| Part qualified AAT or equivalent or substantial relevant experience |  |

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-1)