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

**Job Description**

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| **Job Title:**  Finance Officer | **Grade**:  S02 |
| **Section:**  Adult Social Care | **Directorate:**  Adult Social Care and Public Health |
|  | **Responsible for the following staff:**  N/A |
| **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 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**

Dealing with all payments and reconciliations for the Refugee Services team including Thank You payments to Homes for Ukraine sponsors, submitting DELTA returns to central government, processing purchase orders and working with other colleagues on budget monitoring and projections.

**Specific Duties and Responsibilities**

1. Submit DELTA returns to Department of Levelling Up, Housing and Communities on a quarterly basis ensuring the data is reconciled with other data sources like Foundry.
2. Follow relevant Council and Departmental financial and administrative polices, controls and procedures.
3. Ensuring that schedules are kept up to date and paid on time.
4. Investigate and resolve payment issues and disputes, with overpayments resolved and recovered as soon as possible.
5. Liaise with service providers, acquisitions, commissioning, Finance contractor and any other stakeholders as required to ensure that payments are progressed promptly and accurately.
6. Check invoice details against commitments/purchase order details to ensure that invoices are processed accurately and investigate any anomalies by contacting the appropriate individual, area, or provider.
7. Assists with the development and testing of Departmental finance systems, including testing changes to systems and system processes. This will involve data cleaning and removal prior to implementation of new systems.
8. Liaise with Commissioners and providers regarding block contracts orders.
9. Monitor and accurately record the Payments made (goods receipted), updating the block contracts database. Advising budget holders when the contract is exceeding annual order value.
10. Contributing to the final accounts. Providing managers with the list of outstanding payments for year end.
11. Scrutinise, verify, and process the setting up and amendment of external creditors on the Financial System enabling payments are sent to bank accounts, ensuring that these details are valid, avoiding fraudulent changes to details and protecting companies’ financial payments and the Council funds.
12. Maintain accurate and reliable databases to capture placement data and calculate accurate monthly payments to hosts.
13. To process changes to hosting arrangements within the finance databases (including placements ending and new hosting arrangements starting)
14. To calculate monthly payments to hosts taking into account changes above and including calculating backdated payments.
15. Establish monthly payment schedules for processing through the Integra environment. Ensure that payment schedules are up to date, accurate and are paid on time.
16. Liaise with hosts and the Homes for Ukraine team to ensure that information is up to date and accurate so that payments are progressed promptly and correctly. This includes ensuring that bank account details are correct.
17. Send approval forms to Capita to process uploaded monthly payment schedules and follow up and rectify any anomalies identified by Capita
18. Reconcile the monthly payment schedules and spreadsheet back to Integra
19. Maintain a payment tracker and provide this data on a monthly basis to the Homes for Ukraine team.

1. To manage own workload according to the deadlines associated with the post and department.
2. Assist Team members with complex cases and cover the SSA Teams workload as required
3. Attend virtual or actual meetings, communicating with adult social care and support providers to respond to queries. Maintaining excellent working relations during times of disputed payments or overdue payments
4. Investigate complaints and prepare responses under the guidance of your line manager and overall manager.
5. Prepare and provide training matter to staff and other departments. Being the lead Officer to advise new members of staff until they are proficient in their role.

**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.

**Additional Information**

N/A

**Person Specification**

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| --- | --- |
| **Job Title:**  Finance Officer | **Grade**:  (Possibly PO1) |
| **Section:**  Adult Social Care | **Directorate:**  Adult Social Care and Public Health |
|  | **Responsible for the following staff:**  N/A |
| **Post Number/s:** | **Last Review Date:** |

**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** | **Assessed** | **Essential** | **Desirable** |
| Basic knowledge of the services provided within Refugee Services | A & I | E |  |
| Substantial knowledge of Payments processes | A & I | E |  |
| Knowledge of financial and process controls | A & I | E |  |
| **Experience** | **Assessed** |  |  |
| Processing invoices for payment, including accuracy checks | A & I | E |  |
| Investigating disputed invoices including liaising with other teams and staff | A & I | E |  |
| Liaising with service providers over invoice queries and resolving these | A & I | E |  |
| Submitting returns using central government platforms | A & I | E |  |
| **Skills** | **Assessed** |  |  |
| IT literate with particular ability to efficiently use finance systems | A & I | E |  |
| Good standard of both written and oral communication skills | A & I | E |  |
| Ability to follow procedures, controls, and instructions | A & I | E |  |
| **Qualifications** | **Assessed** |  |  |
| Educated to GSCE standard or equivalent experience | A/C | E |  |