**Job Profile**

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| **Job Title:****Finance Officer** | **Grade: SO1** |
| **Section: Programming Leasehold & Procurement** | **Directorate:** **Housing and Regeneration**  |
| **Responsible to: Principal Programming Officer** | **Responsible for following staff: Nil** |
| **Post Number: H3147** | **Date: 15th January 2020** |

**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 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:**

1. The post is responsible for the processing of all major works payments, identifying and monitoring liabilities and provides support to the Principal Programming Officer. It also collates information on various projects for the Head of Programming, Leasehold and Procurement.

**Specific Duties and Responsibilities:**

1. Responsible for processing and recording certificate payments to contractors and consultants, informing the Resources Department of certificate details for issuing BACs payments and ensuring that all payments are correctly coded.
2. Chases all Project Controllers in relation to the progress of all stages of procurement on major works schemes. This entails regular meetings with senior officers, providing advice on action to be taken to address any problems or slippage within the programmes.
3. Responsible for the production/distribution of all financial information to senior management on all aspects of progress on the major works programmes. Assists in the monthly spend analysis, key schemes reports, exception reports, progress reports and suggested corrective action as necessary on all or any one of these reports.
4. Maintains an up to date record system of contract payments and assesses cumulative totals for all payments for contract and consulting work within the department.
5. Liaises with the Technical Managers and Project Controllers to ensure details of certificate payments are correct, amending errors where necessary. Prepares certificates for the Resources Department adding information required and retains copies for filing records.
6. Calculates contractor liquidated damages as notified by Project Controllers. Notes any extension given and checks detail against file.
7. Identifies schemes out of defects liability period and ensures final account and final certificates are issued promptly.
8. Ensures that income tax is deducted from payments to contractors not in possession of tax exemption certificates within the terms of the Finance Act (No 2) 1975. Dispatches forms to contractors explaining tax deductions made from payments.
9. Responsible for invoice payments on orders issued for works prior to contract and any other miscellaneous payments; ensures that details of invoices are correct and creditors' payment forms attached for certification. Notes invoice information on original order form for record purposes.
10. Deals with enquiries from contractors, consultants, and creditors and from other sections of the Housing Department and Resources Department. Ensures payment instructions reach Creditors section by appropriate deadlines and resolves disputes.
11. Produces statistical information on major works spend for senior officers. Ensures steady flow of spend through the year. Assists in the preparation of monthly forecasts of expenditure querying both the ledger and commitment systems.
12. Monitors orders and expenditure raised by the area teams from the special initiative area within the capital budget to ensure that spend is achieved.
13. Assists in moving expenditure between accounts using ledger journals within Integra. Produces journals for Operational Services ensuring prompt payment to same. Also records and monitors Design Services fees.
14. Responsible for the system administration of both the major works project management system and the certificate payments access database; including the adding of users, printer settings, security and screen permissions, and design development.
15. Responsible for providing guidance and advice to officers within the Co-ops and RMO Management Teams. Pays all invoices ensuring compliance with VAT regulations. Has detailed knowledge of agreements and check terms when queried.
16. Assists in setting up liabilities for external decorations and monitors spend.
17. Provides departmental guidance on VAT. Has detailed knowledge of VAT categories and how they should be applied.
18. Has detailed knowledge of the income tax system with regard to verifying contractors tax status with HMRC, ensuring payments are not made under contracts of employment.
19. Responsible for raising purchase orders to enable order letter placement to contractors and consultants. Also raises all stationary requests on behalf of the section requested via online submissions to Facilities Management. Completes payments for leasehold officers in relation to S20 consultation meetings.
20. Assist in the development of the payment system within the Planned Maintenance area of NPS.
21. Collates and monitors information relating to site and property sales for submission to Cabinet Member. Reports and provides statistics on any expenditure associated with these sales.
22. Provides policy information for the Local Authority Housing Statistics. On receipt of order letter breaks down information to list contract value, identify type of units, type of works and amount of expenditure over financial years.
23. Responsible for on-site monitoring of final accounts to ensure eighteen-month rule is not exceeded. Provides reports on any schemes which are triggered, acts to notify Leasehold & Procurement Manager of pending deadlines.

**Generic Duties and Responsibilities**

1. To contribute to the continuous improvement of the Boroughs of Wandsworth and Richmond services.
2. To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
3. 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
4. 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.
5. 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.
6. 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**

**Head of Programming, Leasehold & Procurement**

(MG2)

**Leasehold and Procurement Manager**

(PO6)

**Principal Programming Officer**

(PO2)

**Senior Leasehold & Procurement Officer**

(PO3)

**Principal Procurement Officer**

(PO3)

**Senior**

**Consultation Officer**

(PO4)

**Finance Officer**

(SO1)

**Consultation Officers x 3**

(PO3)

**Leasehold and Procurement Officers x 3**

(SO1)

**Assistant Property & Land Officer**

(PO1)

**Person Specification**

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| --- | --- |
| **Job Title: Finance Officer** | **Grade**: S01 |
| **Section: Programming Leasehold & Procurement** | **Directorate:** **Housing and Regeneration** |
| **Responsible to following managers:****Principal Programming Officer**  | **Last review date:****10/04/2008** |

**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 &**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| 1. Knowledge of local authority construction and consultancy contracts with a specific understanding of payment procedures.
 | A & I |
| 1. An understanding of the Council’s equal opportunities policy in respect of service delivery. A knowledge of the Council’s Safeguarding responsibilities.
 | A & I  |
| **Experience**  |
| 1. Experience of using and interrogating a computer system to ensure accurate payments are made to outside organisations.
 | A & I |
| 1. Experience of accurate record keeping with the ability to analyse and interpret financial data.
 | A & I |
| **Skills**  |
| 1. Ability to carry out mathematical calculations, such as the calculation of VAT and provide basic statistical information.
 | A & T |
| 1. Good IT skills including the use of MS Excel and Word
 | A & I & T |
| 1. Ability to liaise with colleagues and outside agencies at all levels.
 | A & I |
| 1. Excellent planning, organisational and administrative skills with ability to work flexibly under pressure with minimal supervision and be able to use initiative in determining relative priorities to meet deadlines
 | A & I |
| **Qualifications**  |
| None required |  |
| **Other** |
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**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**