



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Finance System Analyst	Grade:
Section: Business Systems Team – Strategic Performance	Directorate: Adults Social Care and Public Health
Responsible to following manager: Business Systems Manager	Responsible for following staff: 1 FTE – TBC
Post Number/s:	Last review date: September 2020

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth 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

Supporting the Business Systems Manager and Finance Business Analyst in the development of all finance-related business processes and functions for Adult Social Services. This involves defining and translating business processes, so they are reflected on the Mosaic system and other relevant IT applications.

This role will work with the Business Systems Manager, Finance Business Analyst and Head of Finance to agree and embed new business and system processes, providing expert advice and training on Mosaic and finance business processes to senior managers, finance and social work staff within the Directorate.

The role will be responsible for oversight and management of data entry relating to



Adult social care services on the Mosaic and other appropriate systems, (including line management of roles employed to do so)

Specific Duties and Responsibilities

1. Working under the direction of the Finance Business Analyst to develop and implement the Mosaic Finance system (or relevant IT application) working in collaboration with Finance, Performance, Commissioning and Operational teams.
2. To be responsible for documenting all business processes relating to finance on Mosaic, making recommendations for improvements to ensure that processes across the operational teams and finance are streamlined, seamless and user-friendly and ensuring compliance with all financial and audit requirements.
3. Work in a continuous improvement framework, reviewing and monitoring processes for degradation and improvement.
4. Identify and promote technical design recommendations that support financial business processes to be effective and efficient, researching technologies and best practice.
5. To be responsible for monitoring compliance of all Mosaic finance business processes and monitoring data quality relating to system usage, escalating to departmental managers where required.
6. Maintain a thorough knowledge of financial business processes, advising of any changes and the impact of these on information systems
7. Assist with the set up and maintenance of all financial information on the Mosaic system, or relevant IT application; which includes (but not limited to) rates, suppliers, service structures, payments and billing cycles.
8. Oversee the management of data related to client level social care purchasing, including accurate data entry.
9. To advise and support managers on relevant matters affecting the service and provide expert advice, support, training and information on all aspects of Mosaic Finance to all users of the system.
10. To understand all financial interfaces with Mosaic and other council IT systems, working with system supplier and internal staff on modifications and testing.



11. To ensure 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.
12. To provide supervision as required to assigned staff and take responsibility for the allocation and checking of work by staff.
13. To contribute as required to performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the function and innovative and creative solutions are evaluated to securing the highest quality and value for money function.
14. To contribute as required to change programmes within the service.
15. To contribute as required to the commissioning, market testing and contract management of services.
16. To work as required in ways that develop good working relations and collaborative arrangements with internal and external stakeholders.
17. To represent the Team at internal or external meetings, for example, finance user groups.

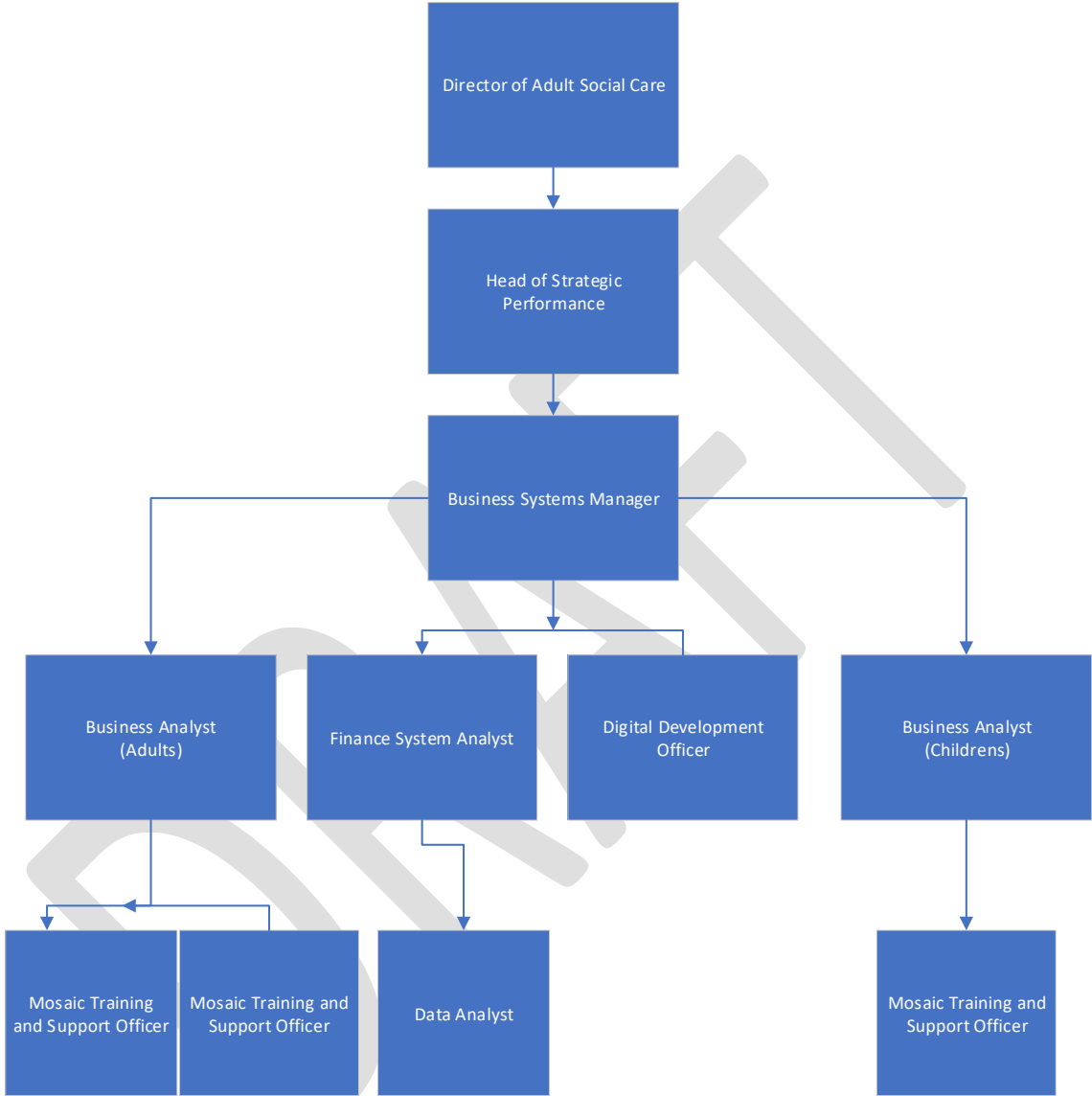
Generic Duties and Responsibilities

- 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

The post is a 2-year fixed term post.

Team structure



Person Specification

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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.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
Knowledge		
Excellent Knowledge of Mosaic or other social care information system, including the finance modules		A/I
Excellent Knowledge of financial aspects of social care legislation		A/I
Excellent knowledge of payments and billing processes		A
Experience		
Expertise in developing and managing finance related business processes and translating these into IT systems design		A/I
Of financial systems and budget monitoring systems		A/I
Experience of using business intelligence tools		A

Skills	
Advanced Ms Excel skills	T/A
Ability to administer financial systems	A
Ability to document processes and accompanying procedures in a range of styles, appropriate to the audience.	T/A/I
Ability to identify trends and patterns in system usage data, making recommendations for improvements.	A/I
Ability to analyse problems, identify solutions and make recommendations on implementing solutions in relation to the effective running of IT systems	A/I
Ability to communicate clearly and effectively, both orally and in writing to a high standard, to a wide range of stakeholders.	T/A/I
Manage conflicting priorities and meet the demands of fast changing organisational requirements.	A/I
Manage the work of others, supporting them to resolve complex issues.	A/I
Proactive self-starter with the ability to work as part of a team and independently using own initiative.	A/I
Qualifications	
Educated to A level or equivalent work experience	A

A – Application form / CV

I – Interview

T – Test

C - Certificate