



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Finance Administration Assistant
Grade:	G03
Directorate:	Resources
Department:	Finance
Responsible to:	Deputy Head of Finance

Purpose of the Job:

To assist in the delivery of an efficient and effective accountancy and financial management service, by providing support to the Accountancy and Exchequer teams, particularly in relation to accounts payable, accounts receivable, income collection and general administrative duties.

Main Responsibilities:

1. Undertake duties associated with electronic records management, data input, data management, scanning and archiving of service area information
2. Utilise software packages such as Microsoft Office, and preparation of letters and documentation according to local procedures and statutory/legal requirements
3. Update computer databases and spreadsheets, provide reports and assist in compiling information such as statutory returns and tracking expenditure
4. Provide professional support to Senior Officers and Managers dealing with confidential and sensitive matters, answer telephone calls and provide information as a first point of contact
5. To process and maintain sales ledger records including invoicing customers, dealing with any queries and credit control management (statements, debtors letters, processing payments, maintaining and updating customer details etc)
6. Undertake routine processing (e.g. journals) and assist in the maintenance of the general ledger (e.g. reconciliations and correction of errors; closing of periods; suspense/holding accounts clearance)
7. To process and maintain purchase ledger records (including checking, coding, obtaining payment authorisation, processing and payment of supplier invoices).



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8. To undertake end of day processing of cash to ensure cash is correctly recorded and secured in line with financial procedures.
9. Liaison within Resources Directorate, budget officers, internal and external audit, Government departments and external organisations.
10. Ensure that all queries are dealt with efficiently and effectively.
11. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
12. You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Dimensions

Cash of c.£14,000 per month – undertakes end of day processing, records cash and secures in the safe.

No line management responsibilities.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Maths and English to level 2 (GCSE or equivalent)	A/D

Desirable	Method of Assessment *
AAT level 1 or equivalent	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Good working knowledge in use of computerised systems, including email, word and excel	A/I
Experience of providing administrative support in a busy, customer focussed office environment	A/I
Experience of data entry and maintaining a Finance database.	A/I/T
Experience of providing advice and information to customers in an efficient and effective way.	A/I

Desirable	Method of Assessment *
Experience in a finance environment	A/I
Experience of liaison with operational staff and officers	A/I

SKILLS

Essential	Method of Assessment *
Highly numerate, able to analyse and present financial information	A/I
	A/I



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Able to undertake a variety of administrative tasks, operating within departmental policies and procedures	A/I
Able to write clearly and accurately	A/I
Team oriented – able to work across a team to ensure team objectives are met.	A/I/T
High level of attention to detail and accuracy.	A/I
Good interpersonal skills with a commitment to delivering high quality customer services.	A/I
Able to work on own initiative, to tight deadlines and with minimum supervision.	A/I
High level of discretion and confidentiality.	A/I
Flexible and adaptable approach to work tasks.	A/I

Desirable	Method of Assessment *
Able to think issues through logically and clearly	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I



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* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

To be confirmed.

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
March 2017	Yes – New Role	Andrew Merry
August 2024	Yes – new template	Andrew Merry, Head of Financial Services