

Service and Role Scope Finance Specialist

Service Scope

Business Services

To provide customer focussed and efficient support and advice to teams across the Council, in order to support them in delivering the Council's ambitions.

Relationship Management and Case Management: to act as the first point of contact to internal customers. To enable customers to access the right services (including self serve) at the right time to the right standards. To provide a case management service across the entire scope of the Business Services, managing and resolving the vast majority of cases.

Business Services Specialists: To input to Corporate Strategy, specifying the Council's policies and accountable for ensuring (professional and) statutorily compliant service delivery in their area of expertise across all parts of the organisation. To resolve complex cases and deliver relevant Council programmes. To develop and own the content of processes and scripts to ensure that they are accessible, giving correct information and ensuring appropriate levels of service.

Scope of Role

Finance Specialist Activity mainly consists of:

- Financial Accounting & Control
- Financial Planning & Budgeting
- Capital, Treasury & Investment Management
- Financial Software & Support
- Payroll
- Insurance
- Income and payments
- Assessments

Scope of Responsibility of Service Lead

Resources - circa

- 23 FTE
- 11.5m budget

Risk and Impact



ROLE SPECIFICATION



WOKINGHAM
BOROUGH COUNCIL

- To provide high quality and effective finance services to residents, members, Council services and leadership
- To deliver effective and efficient services offering good value for money, contributing to meeting the Council's ongoing financial challenges
- To lead the development and implementation of the relevant Council's policies and strategies including the MTFP and Treasury Management
- To deputise in discharging the statutory function of the Section 151 Officer
- Collection of Council Tax, NNDR, and Corporate Debt
- Interpretation of legislation and appropriate Benefits legislation