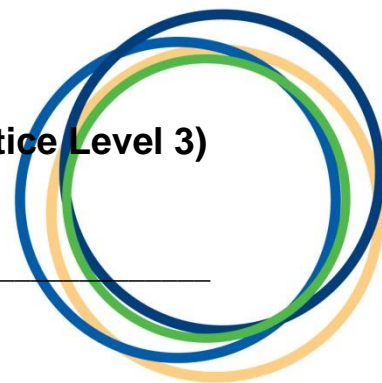


**Role title: Finance Technician (after 6 months Apprenticeship Level 3)**

**Department: Finance**

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### **General description of role**

To support senior staff in providing a finance service to other officers of the Council, particularly budget managers.

To provide the finance team with appropriate finance and administrative support.

To make a positive contribution towards delivering departmental and corporate plans/objectives resulting in improvements to the financial management of the authority.

To achieve CIPFA's level 3 AAT qualification following successful completion of six month probation.

### **Top duties / responsibilities of role**

Routine account reconciliations and transaction processing

- Keep routine financial spreadsheets up to date to aid in the production of financial information
- Enter data into financial systems, including general ledger, accounts payable, accounts receivable and income management (examples include journal transfers, recodes, budget virement, raising and paying invoices, entering budget profiles based on information provided by other finance staff)
- Retrieval of financial data, routine checking of financial systems to assist in providing analysis of financial information, investigating financial data and transactions, producing reconciliations etc
- Ad hoc enquiries on the finance systems to support team members, service department clients and suppliers
- Interpret situations and help solve straight forward problems

Other responsibilities

- Support the monitoring of accounts and liaison with budget managers as required
- Communicate basic information to clients, senior finance service colleagues and team members
- Organise meetings/taking minutes when required
- General office duties such as scanning documents, photocopying, telephone enquiries, filing, archiving and assisting senior colleagues
- The role may involve occasional handling of small amounts of cash and cheques
- Support officers involved in Health and Safety duties e.g. helping with general office risk assessments and recording of health and safety information

Specific duties to be allocated in line with service requirements and postholder's experience, qualifications and grade.

### **Person Specification**

- Eligible to commence CIPFA's level 3 AAT qualification following successful completion of six month probation
- Demonstrate personal commitment to our values

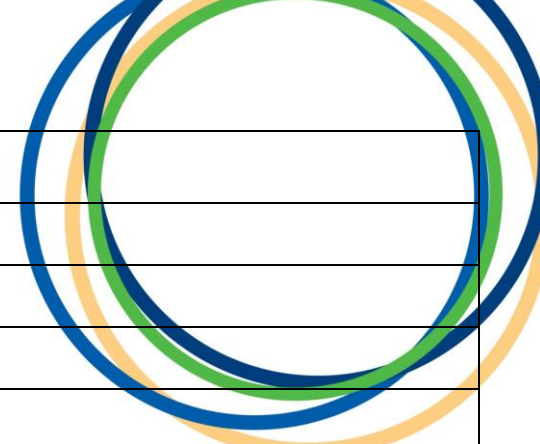
# Person specification and interview assessment form



<b>Candidate name</b>			
<b>Contact number</b>			
<b>Role title</b>	Finance Technician (after 6 months probation commence CIPFA L3 AAT Apprentice)		
<b>Date of interview</b>		<b>Signed by recruiting manager</b>	

Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
<b>Qualifications</b>			
Eligible to commence CIPFA's Level 3 AAT qualification: at least 5 GCSE's A*- C (or equivalent) including English and Mathematics plus 2 A levels (or equivalent) in academic subjects.	E		
Commitment to complete CIPFA's AAT L3 qualifications	E		
<b>Experience and achievements</b>			
Strong knowledge/experience of using Microsoft Office applications including Word and Excel	E		
Accurate typing and keyboard skills	E		
Experience of working towards/meeting deadlines	E		
Experience of teamwork and following instructions.	E		

<b>Role required competencies and behaviours</b>
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Good self-organisation skills and able to manage the competing demands of work and study	E		
Good communication and listening skills	E		
Pays attention to detail	E		
<b>Corporately required personal qualities and behaviours</b>			
Innovative	E		
Supportive	E		
Flexible	E		
Positive	E		
<b>Total Criteria Score</b>			<b>Feedback to be given to candidate:</b>
Essential Criteria Score			
Preferred Criteria Score			
<b>Appointment choice number</b>		1st / 2nd / 3rd	

## Summary of employment package

<b>Place of work</b>	The role will be primarily based at <b>Town Hall, Reigate</b> We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.
<b>Salary</b>	Graded Administrative 2, the salary will be in the region of <b>£20,277</b> per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.
<b>Duration of contract</b>	The contract will be offered on a permanent basis based upon studying for CIPFA's level 3 AAT qualification after successful completion of probation period.
<b>Probationary period</b>	Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.
<b>Hours of work</b>	Hours of work are nominally 36 per week.
<b>Employment Benefits</b>	
<b>Flexible working hours</b>	Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system. Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.
<b>Annual leave</b>	The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays. Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.

<p><b>Pension</b></p>	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: <a href="http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates">http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</a></p>
<p><b>Training and development</b></p>	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
<p><b>Professional subscriptions</b></p>	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year directly by invoice.</p>
<p><b>Car parking / Travel loan scheme</b></p>	<p>Unless your role is classed as an essential user, you take part in our car share scheme, or you are physically disabled, car parking is not made available.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.</p>
<p><b>Cycle purchase scheme</b></p>	<p>The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.</p>
<p><b>Employee discounts</b></p>	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>



## Other Conditions

<b>Pre-employment checks</b>	<p>Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):</p> <ul style="list-style-type: none"><li>• at least two satisfactory references</li><li>• eligibility to work within the UK, and proof of your identity</li><li>• evidence of relevant qualifications</li><li>• medical clearance (as manual handling / driving is an intrinsic requirement of the role)</li><li>• basic criminal record check (As access to secure government systems is an intrinsic requirement of the role)</li></ul>
<b>DBS clearance</b>	<p>Employment with the Council will also be subject to receipt of standard / enhanced Disclosure and Barring Service (DBS) clearance. Details will be provided to the successful applicant, which may require completion of an online application and/or registration to the DBS 'Update Service'.</p>
<b>Paid work with another employer</b>	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
<b>Disclaimer</b>	<p>Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate &amp; Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.</p>

# Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

## Our Vision

Working together to make a great place to live, work and enjoy.

## Our Values

Making a difference, doing the right thing, being bold and confident.

## Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

### Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

### Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

### Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

### Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

## Great People

