Cumberland Council

Post Specification

Date	**June 2023**
Post Group Number	**PG 5927**
Post Title	**Finance Administrator**
Job Family	**Business Support**
Job Family Role Profile	**BS 6**
Final Grade	**Grade 6**

To be read in conjunction with the job family role profile

Service Area description

The Financial Systems & Control team is part of the Finance Directorate. The team leads on providing effective financial systems, both procedural and IT based, in order to ensure the Council is using systems to its optimum advantage. The team also provides advice regarding financial controls across the Council and is responsible for ensuring the correct receipt and recording of the Councils income.

Purpose of this post

To provide support regarding the operation of financial systems, predominantly this role will cover the processing of interface files, system user maintenance and dealing with routine system queries
and requests.

Key job specific accountabilities

1. Provide first line support on the team for dealing with routine financial systems queries and Requests.
2. Undertake regular maintenance of the Councils corporate financial systems.
3. Process interface files on a timely basis ensuring transactions are posted correctly and errors resolved as required.
4. Administer financial system control processes
5. Assist in the production of reports and prepare information that can be used to inform decision making.
6. Support development projects and assist with regular systems testing.
7. To adopt a flexible approach to working within the team embracing the need to assist any service within the Council where financial support is required.
8. To foster professional working relationships with all internal and external customers.

Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	• None
Staff Management Responsibilities	• None
Other	• None

Essential Criteria - Qualifications, knowledge, experience and expertise

- Good standard of General Education i.e. 5 GCSE (O' level) grades, including English and Mathematics.
- Moderate knowledge of office based working and administrative activities
- Demonstrable level of knowledge of financial procedures.
- Moderate experience of ICT systems
- Effective customer service
- Competent use of computer packages particularly E-mail, spreadsheets and word processing

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances	
Emotional Demands	None
Physical Demands	None
Working Conditions	None

Other Factors

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