

THE BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

JOB DESCRIPTION

JOB TITLE	Temporary Finance Officer
SERVICE AREA	Resources
SECTION	Financial Services
POST NUMBERS	TE

MAIN PURPOSE OF JOB

Provide support and undertake various finance and administrative duties within the Financial Services Section.

POST SPECIFIC MAIN DUTIES

The main focus of the post is to ensure accuracy whilst undertaking the following duties:

1. Assisting the procurement officers with updating the pricing lists on the Market Place system.
2. Assisting the procurement officers with loading tender information to appropriate websites.
3. Assisting the procurement officers with the procurement transparency requirements.
4. Provide administrative support to the procurement officers as required to ensure that deadlines are met, and to cover periods of pressure.
5. Assisting the finance officers with the production of Direct Debit notifications letters.
6. Setting up of Direct Debit accounts on the finance system.
7. Creation of invoices and credit notes on the finance system for both the accounts receivable and payable.
8. Supplier referencing of creditors invoicing
9. Input and upload data to the Council's financial ledger including payments and income, banking and cash receipting systems.
10. Dealing with user queries for the Council's financial ledger including payments, income and Purchase Order Processing (POP).
11. Provide financial and administrative support to the Financial Services team members as required to ensure that deadlines are met, and to cover periods of pressure.
12. Process queries from service departments and direct to appropriate members of Financial Services.
13. Checking and verifying information as required.
14. Any other duties commensurate with the grade as required.

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PERSON SPECIFICATION

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MAIN PURPOSE OF JOB

Provide support and undertake various finance and administrative duties within the Financial Services Section.

CRITERIA FOR SUCCESSFUL PERFORMANCE OF THE JOB

Knowledge

- | | | |
|-----------|---|---|
| Essential | - | Previous experience of spreadsheets and word processing |
| | - | Minimum qualification of 5 GCSE's Grade A – C / 4 - 9 (or equivalent) including Maths and English |
| | - | Knowledge of office procedures |
| Desirable | - | Knowledge of banking systems and procedures |
| | - | Knowledge of computerised financial systems |
| | - | At least 2 years experience in a similar working environment |

Skills

- | | | |
|-----------|---|---|
| Essential | - | Good communication skills, both written and verbal |
| | - | Good numeracy skills |
| | - | Ability to work with a minimum of supervision |
| | - | Ability to work methodically and to produce accurate work in accordance with timetables |
| | - | Problem solving skills |
| | - | Ability to follow established procedures |
| | - | Ability to handle confidential material with discretion |

Attitude

- | | | |
|-----------|---|---|
| Essential | - | Ability to deal with customer/clients courteously, professionally and effectively |
| | - | Ability to work under pressure and meet deadlines |
| | - | A commitment to the production of high quality work |
| | - | An adaptable approach to working arrangements and duties |
| | - | Ability to work as part of a team |

ICT Skills

- | | | |
|--------------------|---|------|
| General ICT Skills | - | Good |
| Email/Internet | - | Good |
| Word Processing | - | Good |
| Spreadsheet | - | Good |