

## JOB DESCRIPTION

Post Title: Capital Works Support Assistant		Director/Service/Sector Local Services and Housing/Property Services/Capital Delivery		Office Use	
Grade: Band 4		Workplace: NCC, Cowley Road, Blyth			JE ref: 3496 HRMS ref:
Responsible to: Capital Delivery Manager		Date:	Manager Lever:		
Job Purpose: To work as part of the Capital Delivery Team, supporting, advising and developing the longer term (5 years rolling plan) delivery of an effective service					
Resources		Staff	None		
		Finance	Supporting Capital Delivery budget holders with the monitoring of income/expenditure		
		Physical	Day-to-day responsibility for allocated resources; computer and office equipment. Ensuring that confidential and sensitive information is securely stored and used in conformance to statutory requirements.		
		Clients	Regular liaison with Corporate Finance, Housing Maintenance and members of the Capital Programme Team, Property Services. Provide advice and guidance to Capital Delivery Team colleagues on financial matters.		
<b>Duties and key result areas:</b> 1. Undertake control procedures in relation to the monthly checking of expenditure and calculate all internal recharges to be recharged through the capital programme in accordance with Financial Procedures and performance budgets 2. Produce and analyse monthly transaction reports in support of monthly capital recharge claims, including the resolution of any queries such as identifying miscodings and ineligible expenditure. 3. Provision of monthly income/expenditure analysis to Capital Delivery budget holders in support of monthly capital recharge claims. 4. Produce monthly journals for multiple business areas and reconcile monthly journals with the capital programmes. 5. Support budget holders and other officers in Capital Delivery in the efficient and effective delivery of the service. 6. Support the efficient and effective maintenance of financial systems in order to produce accurate and timely information, in accordance with the Council's Financial Regulations 7. Support senior officers in the review and update of monthly budget monitoring reports, 8. Support senior officers with the provision of financial information for the year-end accounts and annual budgets. 9. Monitor and report on the progress of each business area and compile a wide range of financial reports and information for senior officers. 10. Ensure information is continuously updated throughout the year and completed, in line with financial year end processes. 11. Contribute to the effective financial and administrative systems to ensure that budget holders receive the appropriate financial information and support. 12. Resolve queries which may arise concerning the monthly internal recharge process. 13. Maintain an up-to-date knowledge of the Council's financial systems and provide advice and guidance to users within Capital Delivery to ensure that the systems are operated effectively and efficiently. 14. Assist with the reviewing and identification of cost savings in current systems, and make recommendations to senior officers to secure economies and efficiencies. 15. Develop procedures for the identification and recording of eligible Capital expenditure, where relevant.					
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.					
<b>Work Arrangements</b>					
Transport requirements: Working patterns:		Normal office hours but flexi-hours apply where appropriate.			

Working conditions:

Mainly indoors with minor potential exposure to external weather conditions.

## PERSON SPECIFICATION

<b>Post Title:</b>	<b>Director/Service/Sector:</b>	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
NVQ Level 4 or equivalent level qualification or portfolio of experience A good standard of general education demonstrating numeracy and literacy. Knowledge of the procedural and practical issues relating to the service. Understands the relationship between costs, quality, customer care and performance. An understanding of the key health and safety issues relating to the service.	A related technical qualification. Understands the diverse functions of a large complex public sector organisation.	
<b>Experience</b>		
Some recent experience in a relevant context and service. Some experience in applying a range of relevant methods, tools, techniques and/or systems, policies and procedures. Understanding of organising and scheduling works. Experience in engaging effectively with managers and other staff, and building productive partnerships. Experience in using relevant office related IT Systems.	Experience in a particular relevant area. Experience of using Oracle applications.	
<b>Skills and competencies</b>		
Effective IT skills and able to use ITC to achieve work objectives. Prepares written, verbal and other media that are rational, convincing and coherent. Highly organised and adopts a logical and rational approach to work scheduling. Effectively expresses own views using appropriate means depending upon the audience. Numeratorate and able to prepare business related financial analysis. Applies a methodical approach to problem solving. Remains calm and logical in difficult situations. A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others. Proactive and achievement orientated. Able to apply own initiative to overcome day-to-day operational issues. Able to work unsupervised. Positive and flexible attitude to work, particularly new initiatives. The ability and confidence to identify better methods of working/improve efficiency.		
<b>Physical, mental and emotional demands</b>		
Normally works from a seated position with some need to walk, bend or carry items.		

Need to maintain general awareness with ongoing periods of concentration. Able to work unsupervised. Able to meet tight timescales and deadlines.		
<b>Other</b>		
Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness and respect for others. Helps managers create a positive work culture in which diverse, individual contributions are valued. Works with minimum direct supervision.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits