Northumberland County Council

Job Description

Corporate Finance Technician

Reference: F014
Date: June 2025

Job Family:	Finance / Corporate Finance
Level:	2
Band:	7
Career Track:	Technical, Professional & Supervisory

Job Purpose

To contribute as a key member of the Finance Department by advising, developing, and delivering a progressive programme of service improvement.

Service Purpose

The Corporate Finance Team provides a range of effective, efficient, and high-quality professional services which support members, managers, staff, services, schools, and a range of external partners in the delivery of the Council's strategic objectives. The Corporate Finance Team enables the Council to deliver its corporate priorities and transformation ambitions by providing robust financial planning, governance, and advice. It supports sustainable service delivery and continuous improvement and promotes transparency and accountability in all financial activities.

Duties and Responsibilities

Team Leadership and Development

- Support Team Management: Assist in managing and allocating work across the team to ensure efficient service delivery and achievement of quality and performance standards.
- Coaching and Mentoring: Act as a coach and mentor to support staff development and performance.
- Cross-Team Collaboration: Work closely with staff across locality areas, taking responsibility for assigned customer groups, activities, or transactions.

Service and Process Improvement

- Service Development and Project Support: Contribute to service development initiatives and departmental projects, including organising task allocation and supporting team members, including those seconded from external agencies.
- Procedure and Strategy Development: Assist in developing procedures and service delivery strategies that support continuous improvement.

Funding and Promotion

- Funding and Promotion: Help identify, secure, and develop funding opportunities and promotional activities to support service objectives.

Communication and Information Management

- Communication and Information Management: Maintain effective communication systems and accurate work records, ensuring compliance with data protection and confidentiality standards.

Reporting and Planning

- Reporting and Business Planning: Produce management reports and analyse operational or research data to inform business planning and decision-making.

Financial Management

- Financial Administration: Process payments, orders, and invoices, and conduct financial reconciliations in line with regulations.
- Budget Monitoring: Monitor budget allocations to ensure effective spend and compliance with financial procedures.

Person Specification

Professional and Technical Requirements

Qualifications

- Level 4 qualification or over in Education or equivalent senior professional experience. Demonstrates ongoing development in specialist or emerging areas relevant to the service or role. Able to interpret written policy and communicate technical information clearly and professionally.
  Desirable experience of policy development and project management

Knowledge, Skills and Experience

- Finance and Service Knowledge: Understands key operational, procedural, and practical finance issues, current financial regulations, and health and safety considerations relevant to the service.
- Customer Focus and Development: Demonstrates commitment to proactive customer care and ongoing personal development.
- Supervisory and Managerial Experience: Recent experience in junior supervisory or managerial roles, applying relevant methods, tools, and techniques.
- Collaborative Working: Experience working with service users and building productive partnerships with others.

Core Competency Requirements

- **Communication**: Tailors communication to audience and context. Uses listening and questioning techniques to clarify complex issues and support team understanding.
- **Collaboration**: Coordinates with colleagues and partners to deliver shared goals and improve service outcomes.
- **Service Delivery**: Identifies and resolves service issues, improves processes, and ensures policy alignment. Promotes efficiency and avoids waste through practical improvements.
- **Decision-Making**: Uses evidence and judgement to resolve issues and improve delivery.

- **Digital & Data Literacy**: Interprets data to improve services. Applies knowledge of digital risks and ethical data use. Uses basic analytical techniques to support decision making.
- **Adaptability**: Adjusts approach responsively to evolving needs and priorities. Identifies opportunities for continuous improvement and supports others through change.
- **Problem-Solving**: Analyses problems and applies knowledge to develop practical solutions and suggest improvements.
- **Community & Customer Focus**: Engages with service users and customers to improve delivery, ensure accessibility, and reflect diverse needs.
- **Leadership**: Supervises day-to-day activity and supports team development. Coordinates tasks and resources to meet the needs of the service.

Strengths

- **Analytical**: You seek and analyse information to inform your decisions, based on the best available evidence.
- **Problem Solver**: You take a positive approach to tackling problems. You find ways to identify suitable solutions.
- **Precise**: You concentrate on detail and make sure everything is accurate and error-free.
- **Organiser**: You make plans and are well prepared. You seek to maximise time and productivity.
- **Enabler**: You see the potential in everybody and encourage them to learn, progress and develop.

Desirable

- Knowledge of Prince 2 or other formal project management methodologies.
- Familiarity with quality management systems and their application in service delivery.
- Good understanding of public sector services and their operational context.
- Experience in policy development and implementation.
- Experience using Oracle or other ERP systems for financial or operational tasks.
- Understanding of project management tools and techniques.