

**Northumberland County Council**  
**JOB DESCRIPTION**

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|--|--|--|-------------------|
| <b>Post Title:</b> Northumberland Adolescent Service<br>Lead Finance Officer   | <b>Director/Service/Sector:</b> Wellbeing & Community Health Services Group /<br>Northumberland Adolescent Service |  | <b>Office Use</b> |
| <b>Band:</b>   | <b>Workplace:</b> Northumbria House / Agile  |  |                   |
| <b>Responsible to:</b> NAS Business Manager  | <b>Date:</b> April 2018  | <b>Manager Level:</b>  |                   |
| <b>Job Purpose:</b> <ul style="list-style-type: none"><li>• Manage and organise financial and administration support to Northumberland Adolescent Service (NAS)</li><li>• Contributing to the continuous improvement and effectiveness of the Service</li><li>• Assisting in the development of information sources and systems relevant to the work of NAS</li><li>• Supervision of Admin and Support Staff where applicable</li></ul>  |  |  |                   |
| <b>Resources</b>   | Staff  | Admin and finance workers in NAS   |                   |
|  | Finance  | Handling large sums of petty cash, debit cards and local accounts. Assist in setting budgets, accounting of expenditure against specific budgets and monitoring budgets in excess of £1.5m |                   |
|  | Physical   | Careful use of PC. Shared responsibility for office equipment. Handling and processing significant bodies of corporate data. Ordering and stock control                                    |                   |
|  | Clients  | Directing members of the public / service users, contractors and suppliers   |                   |
| <b>Main duties:</b> <ol style="list-style-type: none"><li>1. Responsibility for regularly monitoring budgets and expenditure against profile and liaise / meet with NAS Business Manager on a monthly basis to assess budget positions and projections</li><li>2. Responsibility for regularly monitoring external budgets and working with Senior Youth Work Leads and NAS Business Manager on a monthly basis to assess budget positions and projections and provide information and data to contribute to reports in conjunction with funding terms and conditions</li><li>3. Responsibility for the management of expenditure and transactions within several agreed NAS budgets in line with Northumberland County Council (NCC) financial procedures</li><li>4. Responsibility to process payments which fall outside the regular payment schedule of payments</li><li>5. Issue orders; process accounts for payment, reconciling errors and omissions by liaising with suppliers; raise invoices and submit detailed Inter-departmental Transfers (IDT) as required</li><li>6. Responsibility for the timely, monthly returns of Local / Imprest Accounts in accordance with NCC Financial Regulations</li><li>7. Manage County and non-County income and ensure accurate coding to correct budgets</li><li>8. Provide detailed analysis and evaluation of data and produce detailed reports / information as required</li><li>9. Manage support staff, delegating work appropriately, providing clear guidance and motivating staff to achieve service objectives</li><li>10. Be involved in the recruitment and employment matters of administrative and finance support staff</li><li>11. Provide advice and guidance to staff and other on complex administrative issues</li><li>12. Manage the induction, appraisal, training, development and performance of the team acting as coach and mentor as necessary</li><li>13. Responsibility for maintaining bespoke Service Management Information Systems that support the aims of the service and the organisation</li><li>14. Manage and operate information systems such as service, client or asset records, booking systems and reference materials in a manner that ensures accuracy, confidentiality, rapid access and ease of use</li></ol> |  |  |                   |

15. Ensure the confidentiality of safeguarding information and be aware of developments within GDPR in relation to young people, staff and other service users
16. Provide support for specific professional, Service led or high profile projects as directed
17. Respond to more complex or detailed enquiries both verbally and in writing
18. Arrange meetings, attending and taking accurate note / minutes as requested
19. Prepare materials for committees, working groups, team meetings, etc
20. Arrange and delegate the organisation of events, accommodation and travel for Service staff as requested
21. Assist in fundraising activities, assist in contributing to the preparation of bids and liaise with internal and external partners as required
22. Deal with external sources (clients, suppliers, public, other public bodies) resolving non-routine or contentious issues
23. Individually and as part of the team, provide general office support, i.e. filing, handling mail, dealing with callers / visitors, filing, photocopying, collation, maintaining and issuing stock in accordance with corporate and service standards

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.

#### **Work Arrangements**

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|-------------------------|--|
| Transport requirements: | Travel to and from site with the occasional travel to other areas outside County, as and when required |
| Working patterns:       | 37 hours per week flexible working, some occasional out of hours working may be involved.              |
| Working conditions:     | Office based / agile working   |

Northumberland County Council

**PERSON SPECIFICATION**

|  |   |                  |
|--|---|------------------|
| <b>Post Title:</b> Northumberland Adolescent Service Business Manager  | <b>Director/Service/Sector:</b> Wellbeing & Community Health Services Group / Northumberland Adolescent Service | Ref:             |
| <b>Essential</b>   | <b>Desirable</b>  | <b>Assess by</b> |
| <b>Qualifications and Knowledge</b>  |   |                  |
| Excellent general education demonstrating numeracy and literacy<br>NVQ Level 4 or equivalent in a business related discipline  | Degree in a relevant discipline   | (a and i)        |
| <b>Experience</b>  |   |                  |
| Several years experience in a financial and administrative environment<br>Previous experience of supervising staff<br>Experience of using office applications on a personal computer / laptop  | Experience of the directorate's services<br>Experience using Microsoft Office / Google applications             | (a and i)        |
| <b>Skills and competencies</b>   |   |                  |
| Effective use of specialist ICT packages, e.g. Oracle<br>Writes clearly, succinctly and correctly<br>Able to quickly and accurately manipulate numerical data using arithmetic functions<br>Ability to organise self and work without constant supervision<br>Skilled in using office applications on a personal computer / laptop<br>Ability to apply technology in new work-related situations<br>Ability to follow instructions and procedures without constant supervision<br>Ability to form appropriate relations quickly<br>Works in a systematic and orderly manner<br>Knowledge of a broad range of work related tasks and procedures together with the operation of associated tools and equipment<br>Ability to self-evaluate learning needs and actively seek out learning opportunities | Advanced skills in Microsoft Office / Google applications   | (a, r and i)     |
| <b>Physical, mental and emotional demands</b>  |   |                  |
| Usually works in a seated position. Some standing, walking, stretching or lifting<br>Regular periods of concentrated mental attention with a great deal of pressure from deadlines, interruptions and conflicting demands<br>Contact with the public may result in some emotional demands<br>Minimal exposure to disagreeable, unpleasant or hazardous conditions  |   | (r and i)        |
| <b>Motivation</b>  |   |                  |
| A commitment to providing a quality financial / administrative support service<br>Reliable and keeps good time<br>Demonstrates integrity and upholds values and principles<br>Promotes equal opportunities and diversity in all aspects of work<br>Appropriately follows instructions to achieve objectives<br>Works collaboratively to achieve team spirit<br>Adapts to change by adopting a flexible and cooperative attitude  |   |                  |

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