

Role Specification – Finance Specialist

Service Area	Support Services
Role Title	<ul style="list-style-type: none">• Finance Specialist
Role Family	<ul style="list-style-type: none">• Specialist
Location	<ul style="list-style-type: none">• Oxted/Agile
Operational Reporting Line	<ul style="list-style-type: none">• Support Services Manager
Functional Reporting Line	<ul style="list-style-type: none">• Finance Lead Specialist
Grade	<ul style="list-style-type: none">• M2 to M4

Service Area Purpose

Support Services provide professional and efficient support and advice to internal customers across the Council to improve performance and enable them in delivering the Council's ambitions. Support Services embeds effective customer services, case management systems and specialist advice in line with the new operating model.

Specific Responsibilities

- Act as a Business Partner for Finance, working with teams across the organisation.
- Provide technical mentoring and support, encourage transfer of specialist knowledge, share best practice, new legislation and associated changes to processes and scripts and have oversight of the end to end process or customer journey and related contract.

Person Specification

M2:

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> Studying for CIPFA Accounting Qualification or equivalent accounting qualification. 	<ul style="list-style-type: none"> Educated to degree-level or equivalent relevant professional qualifications or expertise.

Experience

Essential	Desirable
<ul style="list-style-type: none"> Operational finance experience in one or more key areas. Professional competence/expertise and finance experience, with the ability to apply knowledge across some activities in the area. Managing conflicting priorities sometimes under pressure. 	<ul style="list-style-type: none"> Working in a matrix environment where cross team and corporate working are essential. Some experience in making a contribution to policy/ service development and/or implementation. Some experience in setting performance standards and targets in this area.

Key Skills and Knowledge

Essential
<ul style="list-style-type: none"> Good understanding of statutory and regulatory finance reporting and compliance procedures. Good understanding of local government accounting law, practice and procedures. Working knowledge of financial management systems for general ledger, financial accounts and management accounting. Good communicator with ability to communicate effectively with a range and variety of audiences, and work well with teams by building trust and rapport Good influencing skills with ability to provide detailed advice and explain the Council's position on particular issues. Ability to assimilate complex as well as difficult/varied information and to exercise judgement and creative thinking in resolving difficult problems and developing solutions. Ability to deliver results and performance improvements. Ability to deliver high levels of stakeholder and customer service. Ability to motivate and act as a champion for change. Ability to think innovatively and practically. Proficient in MS office. Report writing skills. Understanding of data protection. Commitment to equality and diversity

M3:

All the above and

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none">• CIPFA Accounting Qualification or equivalent accounting qualification.	<ul style="list-style-type: none">• Educated to degree-level or equivalent relevant professional qualifications or expertise.

Experience

Essential	Desirable
<ul style="list-style-type: none">• Considerable operational Finance experience.• Professional competence/expertise and considerable Finance experience, with the ability to apply knowledge across a range of activities in the area.• Partnership working.• Some experience in making a contribution to policy/ service development and/or implementation.• Some experience in setting performance standards and targets in this area	<ul style="list-style-type: none">• Working in a matrix environment where cross team and corporate working are essential.

Key Skills and Knowledge

Essential
<ul style="list-style-type: none">• Solid understanding of statutory and regulatory finance reporting and compliance procedures.• Thorough understanding of local government accounting law, practice and procedures.• Good working knowledge of financial management systems for general ledger, financial accounts and management accounting.

M4:

All the above and:

Experience

Essential	Desirable
<ul style="list-style-type: none">• Substantial operational Finance experience in a generalist role or through general management experience.• Advanced professional competence / expertise and proven Finance experience, with the ability to apply knowledge across the whole work area.	<ul style="list-style-type: none">• Some experience in making a substantial contribution to the formation of policy/ service development and/or implementation.• Some experience in delivery of performance improvement in Finance.

Key Skills and Knowledge

Essential
<ul style="list-style-type: none">• Good influencing skills with ability to provide detailed specialist advice and explain the Council's position and communicate on the Council's behalf on a number of issues.• Ability to apply specialist knowledge and problem resolution to a range of activities in Finance.• Substantial understanding of service area development and policy.