

East Midlands Special Operations Unit



Job Description

Finance Assistant

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| Post Number: | XS563 |
| Grade /Scale: | Scale 3 (£21,432 - £22,677) |
| Weekly Hours: | 37 hours |
| Department: | EMSOU Finance |
| Status: | Established |
| Responsible To: | Finance Operations Manager |
| Location Work base: | Vicinity Junction 27 (of M1) (Nottinghamshire) |
| Job Role /Purpose: | <p>Working within the EMSOU Finance Team, the Finance Assistant will provide confidential financial and administrative support to the Head of Finance & Corporate Services, Regional Financial Management Accountant and the Finance Operations Lead.</p> <p>Due to the nature of vetting clearance required for this role you must have 5 years continuous residency in the UK.</p> |
| Contacts: | EMSOU Police Officers and Staff, Leicestershire Constabulary FHQ Corporate Finance Dept., Other Force Finance Departments, External organisations |
| Equality and Diversity | Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people |

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

- Hold GCSE Grade C/4 or equivalent in Mathematics and English Language OR have experience of working to that standard

Work Experience:

- Knowledge of using Microsoft Outlook, Word, Excel and databases and able to present information in an accurate way
- Ability to assess new information and re-organise to meet changing priorities and new work streams

Personal / Interpersonal Skills, Aptitudes:

- Have excellent communication skills both verbally and written to people of all levels
- Able to manage customer expectations
- Be able to work using own initiative and as part of a team
- Be pro-active and have a flexible approach to working under tight deadlines; able to respond to changes at short notice
- Good general administration and customer service experience

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Work Experience:

- Previous experience working in a financial administration environment
- Experience using financial information system e.g. Agresso.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities**Operational:**

- Assist with the day-to-day administration of devolved budgets, financial estimates and general financial matters, ensuring transactions are accurately recorded to comply with financial regulations.
- Prepare requested management information, monthly reports and statistics.
- Research, extraction, manipulation and analysis of data to assist in the compilation of comprehensive management reports and audits.
- To place orders for goods/services via the Finance System, ensuring delivery where required.
- Check and scrutinise delivery notes, receipt goods, and code relevant invoices and input onto the Finance System for payment.
- Raise invoices by checking and calculating payment and forwarding to appropriate forces, partners and external agencies.
- To accurately maintain required on-site cash services, making cash payments, issue receipts, ensuring prompt banking and regular cash balancing, in compliance with laid down cash handling procedures
- To maintain and reconcile the bank accounts, credit cards and cash accounts. This may require monitoring of bank accounts and process any urgent payments.
- Analysis and reconciliation of credit card expenditure and processing of appropriate recharges onto the Finance System
- To maintain stationery stock and order replenish supplies to ensure minimum stock levels are maintained.

- Process police and police staff overtime, expenses and mileage claims checking to ensure in all aspects they are correctly completed, properly authorised and coded in accordance with regulations and pre-determined monthly deadlines.
- Provide advice and support in the resolution of financial queries including relating to overtime, enhanced pay, unsocial hours, travel and expenses in accordance with organisational policy and legislative compliance.

Administration:

- Detailed within 'Operational' as core element of role.

General:

- Collectively assume responsibility for the security of the Unit premises, including the supervision of visitors to the site, as required.
- Ensure security of all confidential and computer produced documents according to Force Policy and the Data Protection Act
- Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

Other:

- This role description should develop along with the changing demands of policing reflected in force objectives and priorities.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here: [Competency and Values framework](#)

We analyse critically
 We are innovative and open-minded
 We are emotionally aware
 We take ownership
 We are collaborative
 We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do:

Integrity
 Impartiality
 Transparency
 Public Service

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

Management Vetting (MV)

Security Check (SC)