



Job Description

Finance Assistant

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)
Job Role /Purpose:	<p>As part of the EMSOU Finance Team, the post holder 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>
Health and Safety:	<p>To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.</p>
Contacts:	<p>EMSOU Police Officers and Staff, Leicestershire Constabulary FHQ Corporate Finance Dept., Other Force Finance Departments, External organisations</p>
Equality and Diversity	<p>Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people</p>

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

Hold GCSE Grade C or equivalent in mathematics and English Language OR have 12 months experience of working to that standard.

Work Experience:

Demonstrate 2 years' experience of working within a general clerical/administrative environment.

Demonstrate 2 years' experience of dealing with financial issues such as budgets, estimates, purchase ordering and scrutinising invoices for payment.

Demonstrate a working knowledge of managing Microsoft Outlook, Word, Excel and databases with the ability of presenting information in a concise, accurate manner.

Demonstrate the ability to assess new information and re organise to meet changing priorities and new work streams.

Personal / Interpersonal Skills, Aptitudes:

Demonstrate the ability to communicate effectively and professionally with people of all levels both verbally and in writing.

Demonstrate the ability to manage customer expectations.

Be able to work using own initiative and as part of a team.

Display flexibility within the working environment and respond to changes at short notice.

Demonstrate a pro-active and flexible approach to working under tight deadlines and respond to changes at short notice.

Special Skills:

Be able to lift, move and carry boxes of filing within the office.*

** 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:

Demonstrate a proven ability to operate a financial information system such as 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:

- 1) Management Vetting (MV)
- 2) Security Check (SC)