



Job Description

Title – Finance Assistant

Version - 3 Date - 31/05/2018

Post Number:	XS313
Grade /Scale:	3
Weekly Hours:	37
Department:	EMSOU Finance
Status:	Permanent
Responsible To:	Finance Operations Lead
Responsible for:	N/A
Location Work base:	Vicinity of Junction 27 (M1)
Job Role /Purpose:	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.
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 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 spreadsheets and databases and presenting information in a concise, accurate manner.

Personal / Interpersonal Skills, Aptitudes:

Be able to communicate effectively and professionally on the phone, face to face and on paper.

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.

Special Skills:

Be able to lift, move and carry boxes of filing within the office (Adjustments considered under the DDA 1995).

Other:

Must be prepared to be security cleared to SC and MV level.

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

Desirable Criteria

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

Knowledge/ Education (including qualifications):

N/A

Work Experience:

Demonstrate a proven ability to operate a financial information system.

Personal / Interpersonal Skills, Aptitudes:

N/A

Special Skills:

N/A

Other:

N/A

** 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.

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 accept cash and cheques in respect of fees and other income, issue receipts and ensure prompt banking in compliance with laid down procedures.

To maintain and reconcile the Cash Imprest Account.

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.

To provide confidential, general administrative support including word processing, information preparation and the operation of the office systems to strict deadlines.

Deal with telephone calls and visitors to the Unit in a polite, professional manner. Where appropriate take messages for other members of staff, action routine enquiries and provide a high quality customer service.

Assist with the administration of the vehicular fleet of EMSOU, including the completion and submission of appropriate documentation as and when required.

Management/Leadership:

N/A

Technical:

N/A

Communication:

N/A

Administration:

N/A

General:

Collectively assume responsibility for the security of the Unit premises, including the supervision of visitors to the site, as required.

Maintain the Units Inventory records and assist with the annual inventory check.

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
Social responsibility

Other

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

- 1) Please select one - Recruitment Vetting (RV) or Management Vetting (MV) X
2) Please select one - Counter Terrorist Checks (CTC) or Security Check (SC) X
3) Please select one - Developed Vetting (DV) or N/A X

Date line manager checked vetting level needed :

Car User: Yes / No X - Essential /Casual Allowance {per mile / day etc}: N/A

Budgetary Management: Yes / No X Budget Value approximate value £ N/A

Additional Information: Please enter text here

Reasonable adjustments

Please enter text here

Organisation Chart

Manager Level

Team Leader Level

Supervisor Level

Administration
Level

Administration
Level

Administration
Level

Clerk Level

Clerk Level

Clerk Level