



Job Description

Title – IT Finance Programme Assistant

Version – 3 Date – 31st October 2019

Post Number:	TS026
Grade /Scale:	4 - £20,619 - £22,833
Weekly Hours:	37
Department:	Information Technology
Status:	Established
Responsible To:	IT Finance, Programme & Contracts Officer
Responsible for:	No direct line supervision
Location Work base:	Force Headquarters
Job Role /Purpose:	To provide financial and programme support service, including appropriate administrative service to the IT Department, local force and regional peers
Contacts:	Corporate Finance staff, IT Department, Support Managers, Regional Colleagues, Operational and Support staff, Procurement & Support services, Suppliers, Vendors, Contractors
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):

To be educated to “A” level standard and to hold GCSE Grade C or equivalent in English and Maths or to be able to demonstrate skills and ability with work experience.

Work Experience:

To have experience in a financial and administrative environment, working within financial and administrative procedures. To have experience of working with confidential financial and contractual information.

Maintaining accurate records and inputting data, ensuring attention to details whilst working to strict deadlines in a pressurised and multi-faceted environment.

Working with minimal supervision and making decisions within procedural guidelines as necessary.

To have experience of processing purchase orders and invoices.

The ability to use MS Office and Financial Systems.

Using checks to ensure work is correct and suggesting service improvements, reviews and updates to procedures.

Personal / Interpersonal Skills, Aptitudes:

Demonstrable experience of developing effective working relationships and using effective communication skills, both verbal and written, with a diverse range of people.

Using own initiative to successfully resolve challenges when processing finance, administrative and IT processes and follow-up activities.

Desirable Criteria

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

Knowledge/ Education

To be studying for or hold a professional qualification in finance or accounting, e.g. AAT

Work Experience:

To have an understanding of Information Technology to compliment ordering of IT goods and services.

Core Responsibilities/ Accountabilities
<p>Finance:</p> <p>To administer devolved budgets including;</p> <p>To deal with routine matters and arrange for non-routine and urgent matters to be dealt with in the absence of the IT Finance Programme Officer.</p> <p>Ensure the maintenance of adequate manual/ computer-based budget recoding systems.</p> <p>Obtain quotes using framework contracts and by liaising with suppliers.</p> <p>Place orders for goods and services within the specified limits and input requisition into the Finance System with appropriate authorisation signatures.</p> <p>Scrutinise orders for accruals.</p> <p>Maintain records of expenditure within the devolved IT budgets- capital and revenue.</p> <p>Prepare and collate recharge information and forward to the IT Finance Officer.</p> <p>Process police staff overtime, enhancement and mileage claims, checking to ensure that in all respects they are correctly completed, properly authorised and coded, batched and passed to payroll.</p> <p>Where appropriate, order of items using the internal ordering function via the finance system, examples include IT Hardware and Software.</p> <p>Scrutinise invoices to ensure that in all respects they are correct and have the correct authorisation to process payment.</p> <p>Process invoices, including identification of pre-payments.</p> <p>To provide advice to the department on finance related matters, including giving advice on budget codes and spend.</p> <p>Contribute to successful year end closedown by providing support to the IT Finance Programme Officer. This includes tasks such as true up of charges and orders, processing of invoices, order housekeeping and reporting of charges to devolved budgets holders.</p> <p>Credit card purchases with varying limit values depending on the purchase required.</p> <p>Provision of finance documentation regarding orders and budgets including evidential trail.</p> <p>Management of supplier setup form requests.</p> <p>Provide reports of information relating to orders, commitments, invoices and budgets.</p> <p>Administration:</p> <p>Utilise phone and network providers websites for the purposes of invoices and liaising with the companies to ensure invoicing is accurate.</p> <p>To maintain the training budget and its administration.</p>

To book staff onto training courses and conferences where requested and arrange accommodation and travel where needed.

To control departmental stationery levels and record accordingly.

To allocate upon request, lockers, imprest vouchers for meals, refreshments and fuel vouchers.

To administer meetings and take minutes for the IT department plus others as appropriate.

To sort and distribute incoming mail and prepare outgoing mail for dispatch.

To provide appropriate administrative support to the IT Management Team.

To organise venues and attendees for meetings as directed by the IT Management Team.

To assist with organising large-scale events on behalf of the department, such as Force Roadshows.

Administer the Change Process and maintain the change release calendar and associated forms.

To assist the IT Finance Officer with the maintenance of the IT Project Tracker.

To provide Traka administration, create new users and fobs, keys for the cabinet and maintain user and key lists and physical stock levels of associated kit.

General:

Assist your line manager in the ongoing development of efficient and effective administrative processes relative to the unit, making recommendations for changes as appropriate.

Ensure correspondence and enquiries are dealt with as appropriate and within set timescales, responding in a timely manner to all ad-hoc queries and requests for information.

Ensure that reports relevant to the activities of the unit are prepared, run and distributed in accordance with schedules set by the IT Support Manager.

Attend supplier governance meetings to ensure service is satisfactory, including weekly conference calls where needed.

Provide support to processes and maintain records of contractor and IT staff vetting status.

Provide assistance to the IT Service Desk as and when appropriate to deal with all requests and faults reported to a reasonable output.

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

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

Inventory Management:

To maintain stock incoming to the IT stores, related to orders.

POLICE – STAFF

To update the Force computer and communications equipment inventory and asset database, ensuring that both digital and manual records are accurately maintained and updated in respect of moves/ additions/ changes/ deletions.

To take delivery, check, asset/ smartwater incoming IT stock and distribute to the correct requestor/ team.

To liaise with external suppliers as required.

To undertake regular sport checks of IT stock to ensure levels of equipment are accurately maintained and the items securely stored.

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

*Reasonable adjustments will be considered under the Equality Act 2010 for applicants who because of disabilities, cannot meet this requirement.

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) MV, SC

Car User: No

Organisation Chart

