

Job Description

Job title	Finance and Resource Officer - R3
Directorate	PEOPLE : Children and Adults
Division	Children's Commissioning
Range	MPR 3

Main purpose of the job:

The role involves administrative coordination, financial management, and internal and external stakeholder negotiation. The role will oversee daily administrative chores to ensure smooth operations and compliance with team policies. Financial duties include monitoring spending and delivering reliable financial data for decision-making.

This function needs negotiation and coordination abilities to help stakeholders collaborate in addition to administrative and financial obligations. The role will collaborate with internal teams, external organisations, and service providers to meet children and families' needs. Communication and problem-solving skills are needed to handle this demanding task. The ideal candidate will be proactive, detail-oriented, and dedicated to improving Medway children and families' well-being through high-quality and critical support services.

The ideal candidate will reflect the Medway Council Strategy 2023–2024 values of financial resilience, digital enablement, and community empowerment. They must use digital tools for data management and help the council produce creative and new services. Accuracy, detail, and confidentiality are essential for the job.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

1. Inputting and Processing Payments: Ensure accurate and timely inputting and processing of payments in line with council policies, maintaining financial integrity and compliance.
2. Completing Pay Runs for Children's Services: Manage and complete regular pay runs for the Children's Services department, ensuring services are paid correctly and on time.
3. Financial Support to Project Leads: Provide crucial financial support to project leads, assisting in budget management and process optimisation.

4.Data Management and Record Keeping: Maintain up-to-date financial and administrative records, ensuring data accuracy and security.

5.Budget Monitoring and Reporting: Monitor departmental budgets, providing regular reports to support financial planning and decision-making.

6.Compliance with Financial Regulations: Adhere to all relevant financial regulations and internal policies, ensuring all transactions and processes meet legal and ethical standards.

7. Digital Tool Utilisation: Utilise digital tools for efficient data management, aligning with the council's digital enablement strategy.

8.Administrative Support for Council Initiatives: Provide comprehensive administrative support for various council initiatives, contributing to effective and efficient service delivery.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Samuel Robinson

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.



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Person Specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- Good general level of education with GCSE or equivalent in Maths and English.

Level B (in addition)

- In addition to level 3A qualifications.
- Completion of mandatory training, e.g. Level two safeguarding children, level one safeguarding vulnerable adults, Mosaic system training, cyber security, and data protection.

Level C (in addition)

- In addition to level 3B qualifications.
- Equivalent or commitment to NVQ3 (A-levels) or higher in relevant area with transferable skills, e.g. business, management, accounting, or other relevant professional area.

Knowledge

Level A

- Awareness of childcare legislation e.g. Children's Act 1989, 2004 and SEND Code of Practice 0-25, Disabilities Act 2010.
- An understanding of the importance and principles of safeguarding children and vulnerable adults.
- An understanding of equality and diversity principles.
- Awareness of data protection and confidentiality.

Level B (in addition)

- A good awareness of Medway Councils responsibilities under its Sufficiency Duty.
- A good awareness of council's financial regulations and guidelines.
- A good awareness of relevant policies and procedures.
- A good understanding of the concepts of risk management and safeguarding children.
- A good understanding of the quality assurance procedures and the quality framework.
- Procedural policy knowledge in a specialist area and can turn theory into practical solutions to a good standard.

Level C (in addition)

- Knowledge, understanding and ability to put into practice the needs and trends relating to area of work on a national and local level.

- Comprehensive knowledge of safeguarding policies and procedures and how to put them into practice.

Experience

Level A

- Experience of a customer or service user facing environment preferred but not essential.
- Previous administrative experience preferred but not essential.

Level B (in addition)

- Experience in the ability to use judgement and creativity to assess situations and solve varied problems and/or develop short term plans to a good standard.
- Experience of being accountable for small expenditures from an agreed budget with supervision.

Level C (in addition)

- Experience in analysing financial data with precision and speed or demand to assess a company's financial health and/or performance.
 - Experience of being accountable for small expenditures from an agreed budget within defined procedures.
 - Experience of giving advice and support to colleagues on procedures with confidence.
 - Experience in supporting new members of staff, apprentices' wellbeing, and development.
 - Experience managing working related pressures and meeting deadlines.
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Skills

Level A

- Skills to filter and present basic data for analysis.
- Problem-Solving Skills: Capacity to identify financial issues, analyse root causes, and propose solutions or recommendations to improve performance or efficiency at a basic level.
- Ability to attend meetings and take basic notes.
- A basic level of organisational skills.
- Demonstrate the ability to provide a basic level of written and oral communication skills in an understandable way that can be presented to a range of audiences.
- A good working knowledge of Microsoft office applications
- Ability to work within a team and carry out tasks independently.

Level B (in addition)

- Demonstrable ability to use written and oral communication skills to present varied



information in an understandable way to a range of audiences at a good level.

- Ability to pay close attention to detail when reviewing documents, preparing reports, and conducting data analysis to ensure accuracy and precision to a good standard.
- Willingness to learn and adapt to new tasks, procedures, or software systems as needed in a dynamic business environment.
- Commitment to ethical behaviour and compliance with financial regulations and company policies to maintain trust and integrity in financial transactions and reporting.
- Ability to work collaboratively as part of a team, sharing information, coordinating tasks, and supporting colleagues to achieve common goals and objectives.
- Ability to exchange complicated and / or sensitive information, written and verbal, which can be complex and / or contentious.
- Ability to work independently within defined procedures to a good standard.
- Level C (in addition)
- Strong Excel Proficiency: Proficiency in Microsoft Excel, including the ability to create financial models, perform data analysis, and generate reports.
- Communication Skills: Strong communication skills, both written and verbal, to effectively communicate information and analysis to stakeholders, such as management, clients, or stakeholders.
- Able to use initiative and respond effectively to complex situations, making appropriate decisions in a solution focused manner and referring to line manager when appropriate.
- Demonstrate the skills to be able to put into practice the ability to speak with confidence and authority in order to lead negotiation, problem solving with stakeholders and colleagues.

Deal with considerable levels of work-related pressure, meeting deadlines or the equivalent of between one and two hours undertaking manual calculation or other work with figures, report writing or preparing presentations.

Demonstrate co-ordination or skills where there is either some demand for precision and speed or demand for precision in the use of data processing.