| Job Title: | Senior Finance Officer (Income Management) |
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| Service Area: | Finance |
| **Band & SCP:** | **Band 6** |
| Reports to: | Finance Manager |
| Responsible for: | Finance Officer |
| Team: | Financial Services |
| **Location:** | **Brocks Hill Council Offices** |

**Agile Working**

This post is a hybrid role which will involve a blend of office and flexible working.

**Main Job Purpose**

To oversee the efficient management of the transactional services, Accounts receivable, Accounts payable, Income management and Bank Reconciliation.

**Key Responsibilities**

* To ensure efficient processing of income to customer accounts, providing robust audit trail and information.
* Administration of the Income management system including logging faults, testing upgrades and system changes required.
* To manage the Accounts Receivable function ensuring best processes and prompt issuing of invoices.
* To complete monthly balance sheet reconciliations including bank reconciliation, purchase ledger, sales ledger, payroll, treasury and unidentified.
* To manage Debt, providing monthly reports on bad debt, advising on recovery of the debt, managing the process to ensure that late payments are chased appropriately to ensure low debt levels.
* To administrate the Councils insurance claims and carry out insurance renewals and tenders.
* To provide VAT support, advice and training where required.
* To provide all officers of the Council with support and training for Sales and Purchase ledger and quickly respond to any queries.
* To implement system improvements and process efficiencies.
* To support and provide holiday cover for the Accounts payable function.
* Carry out staff inductions, probationary reviews, 121’s and annual appraisals to promote continuous improvement for the Finance Officer.
* Support Audit functions by providing support, advice and relevant information to enable internal and external audits to be successfully completed. To ensure audit recommendations are complied with and implemented.
* Responsible for setting and managing the delivery of Service Standards and Key Performance Indicators to deliver the Council’s objectives

**Additional Requirements**

* Carry out additional duties commensurate with the grade for the post as and when required.
* Embrace and promote our Values & Behaviours
* Promote equality, diversity and inclusion in line with our policies and procedures.
* Comply the Data Protection Act 2018, the Computer Misuse Act 1990, the Human Rights Act and the Freedom of Information Act 2000, or any statutory re-enactment thereof at all times.
* To take all necessary steps to ensure that information acquired through their employment or contained within the Council is kept confidential.
* Take responsibility for personal development.
* Work outside of normal working hours on an ad-hoc basis to attend meetings or complete essential tasks.
* Ensure that all Policies and procedures are followed.
* Demonstrate commitment to and support for safeguarding and promoting the welfare of children, young people and vulnerable adults.

Note: This is a description of the job at the point it was developed and it may be necessary to vary duties and responsibilities from time to time. We will periodically review job descriptions to ensure that they relate to how the job is carried out and to incorporate any changes that are required. We will aim to reach an agreement to any reasonable changes with the postholder but if agreement is not possible we reserve the right to insist on changes to the job holder after consultation with the postholder.