



VALUATION TRIBUNAL SERVICE

JOB DESCRIPTION

JOB TITLE:	Finance Assistant (Part-Time, 21.6 hours, 3 days per week, Maternity Cover – 1 year fixed term)
RESPONSIBLE TO:	Finance Officer
GRADE:	SCP 19 – SCP 26 (£29,195 - £34,165 is the current Full time Equivalent salary range, which is £17,517 to £20,499 pro-rata): Qualification point at SCP 24 as maximum for part-qualified (£32,386 full time equivalent salary, £19,431 pro-rata), and potential for up to SCP 26 for fully qualified.
REPORTING:	Directly reports into: Finance Officer, Financial Controller, Finance Director Indirect reports – VTS Budget Holders, VTS Management Team
LOCATION:	Head Office

Job Purpose

To be responsible for the processing of all financial transactions for the VTS in order to identify expenditure whilst ensuring strict adherence to the finance manual and relevant Accounting Standards.

To participate in the business partnering approach in support of the wider VTS, supporting the resolution of issues, responding to queries and enhancing financial awareness.

To ensure all transactions are fully supported and to perform reconciliations of balances.

To provide accurate and timely responses to internal and external audit as required.

To manage own workload to ensure that all transactions are posted within agreed timeframes liaising with and resolving questions with the wider VTS, VTE Members, suppliers and the shared service team as required.

Main Duties and Responsibilities

- Ensure that all transactional processing requirements are met to a high standard, focusing on 'getting it right first time' and removing the requirement for subsequent adjustments. Transactional processes include but are not limited to: purchase orders, goods receipts, invoicing processing, Member claims and staff T&S, journal processing, vendor maintenance and any other transactional processing as may be allocated.

- Maintain electronic and paper filing systems agreed within the team to ensure that there is an appropriate and comprehensive support for all transactions posted to the ledgers.
- Identify process improvements, agree and implement changes in order to continuously develop processes. Contribute to - and test - detailed instructions covering all finance processes.
- Provide support to the Finance Team in the delivery of finance functions. In addition, engage with and respond to questions by supporting, guiding and advising budget holders and the wider VTS in order to provide a quality service to all and ensure that any queries are dealt with and responded to promptly.
- Review and reconcile “statement of financial position” balances as requested at the agreed intervals, providing auditable support for each balance. Highlight any differences found and agree and take corrective action with the relevant Finance Officer.
- Engage with non-financial stakeholders, including providing formal and informal training, in order to assist with their financial requirements and procedures.
- Assist the Finance Officers in the provision of the financial data required to produce the Annual Accounts, Management Accounts, Board Reports and other returns required, ensuring the data provided is robust and fully supported with clear audit trail.
- Work closely with colleagues in the finance team gathering evidence from across the VTS to provide appropriate responses to National Audit Office’s audit requests including the provision of audit samples.
- Agree with the relevant Finance Officer in advance of submission that the data provided is of a suitable auditable quality to provide the assurance required. Work with the auditors (internal and external) to ensure all queries are dealt with promptly.
- Production of meeting minutes, circulating for comments before issuing to agreed timetable, attendance at training events, team meetings, and input into these.
- Assist the finance team in the delivery of the finance improvement project currently underway and in future developments, improvements and other new policy initiatives.
- Deputise for the Finance Officer when needed.
- The main duties and responsibilities may be subject to change at any time due to the implementation of Check, Challenge and Appeal (CCA) and expected efficiency improvements in support of the continuous improvement of services
- Any other duties that may be applicable from time to time and which are consistent with the job role.

COMPETENCY PROFILE: Competencies required for this job are as follow:

Competency	Minimum Level	Desirable Level
<p>Team Working</p> <p>Promotes co-operation and commitment within a team to achieve goals and deliverables</p>	<ul style="list-style-type: none"> • Works co-operatively with others • Works with others to achieve the VTS and team aims and objectives • Shows consideration for others needs and feelings and values the contributions of others • Accepts team ownership of decisions and agreed actions • Maintains good humour to reduce tension at work • Responds positively and flexibly to requests for help or support 	
<p>Communication</p> <p>Conveys ideas and facts using language the audience will best understand</p>	<ul style="list-style-type: none"> • Communicates relevant information clearly to others • Listen to what is said • Responds clearly and concisely • Displays diplomacy, tact, sensitivity in all situations 	
<p>Equalities and Valuing Diversity</p> <p>Works collaboratively and relates effectively to others by practicing, valuing and embracing diversity of individuals and fostering</p>	<ul style="list-style-type: none"> • Recognises and responds to diverse needs • Shows respect for all groups and individuals regardless of their culture, ethnic origin, gender, sexual orientation, age or abilities • Values the contributions and opinions of all 	

<p>respect and equity in the workplace, regardless of differences in values, personalities, cultural or generational backgrounds</p>	<p>groups and individuals</p> <ul style="list-style-type: none"> • Advises on alternative options to ensure equality of access to information and service 	
<p>Customer Service</p> <p>Builds and maintains user satisfaction across all areas of the service</p>	<ul style="list-style-type: none"> • Responsive to customer needs • Listens to customers • Understands customers needs and requirements • Accurately records customer need and acts promptly to resolve customer requests or problems. • Presents a positive image of self and the VTS • Behaves in accordance with the VTS Customer Care standards. • Provides information and advice/service in a manner that is fair and sensitive to the diversity of customer needs. 	
<p>Corporate Awareness</p> <p>Understands the business plan and knows the overall targets of the service for the planning cycle and how these relate to own and team objectives</p>	<ul style="list-style-type: none"> • Understands own job profile and how this fits into the team, the VTS and its impact on organisational performance. • Has a basic understanding of how central and local government works and the structure of both. • Understands the concept of a business plan and what specific targets apply to own work. • Has a basic understanding of VTS policies and procedures that are applicable to own work. 	

PERSON SPECIFICATION

Attributes	Indicative Essential Criteria	Method of Assessment	Desirable Criteria	Method of Assessment
Experience	<ul style="list-style-type: none"> • 2 years' general finance office administration • Experience of using accounting/ERP systems • Experience in financial transaction processing: e.g. journals, purchase orders, invoices, expense claim forms etc. 	Interview / Application Form	<ul style="list-style-type: none"> • Ability to foresee and mitigate against risks and issues associated with the production of annual reports and accounts • Public Sector Accounting, Budgeting and Financial Management experience • SAP experience 	
Education, Training and Qualifications	<ul style="list-style-type: none"> • Good general standard of education, including use of English and Maths • Holds a recognised financial qualification or is studying towards a full qualification in AAT, ACCA, CIPFA, etc. 	Application form		
Relationships	<ul style="list-style-type: none"> • Ability to build effective working relationships with people at all levels. 	Interview		
Equalities and Diversity	<ul style="list-style-type: none"> • Demonstrates commitment to valuing diversity and equality of opportunity 	Interview	<ul style="list-style-type: none"> • Demonstrates ability to provide services to all users and staff and resolve potential for conflict 	
Skills	<ul style="list-style-type: none"> • Ability to generate timely and accurate financial information and reports • Able to produce clear and concise working papers/schedules to support the Finance Manager • Demonstrable commitment to quality and accuracy 	Interview/Test		

	<ul style="list-style-type: none"> • Ability to process verbal and numerical information with speed and accuracy • Excel: confident in the use of excel, with the ability to manipulate source data in a simple but effective manner providing accurate analysis in an appropriate timeframe. • Strong skills and competency in the use of Microsoft Office packages, including Word • Demonstrates tact and discretion • Friendly, articulate communicator • Well organised and able to prioritise • Demonstrates ability to use own initiative • Ability to work quickly, effectively and flexibly to deadlines, responding quickly to questions raised and producing accurate and supportable data. 			
Any additional factors	<ul style="list-style-type: none"> • Experience and understanding of processing purchase orders, goods receipts, invoices and claims in a financial accounting system • Experience of preparation of reconciliations, trial balance and management accounting reports. • Demonstrable ability to analyse financial data and provide such analysis to an auditable quality. • Experience of working in a fast paced finance environment with a good understanding of finance processes. 	Interview/Test		