

ROLE PROFILE

Job Title:	Finance Officer (Systems / Control)	Job Code:	R/F6
Department:	Finance	Version:	1.1
Reports To:	Financial Accountant	Date Created:	April 2019
		Grade:	Grade J

Is this a politically restricted Post?	Yes/ No <i>(*if yes, see our policy on what this means)</i>
---	---

ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

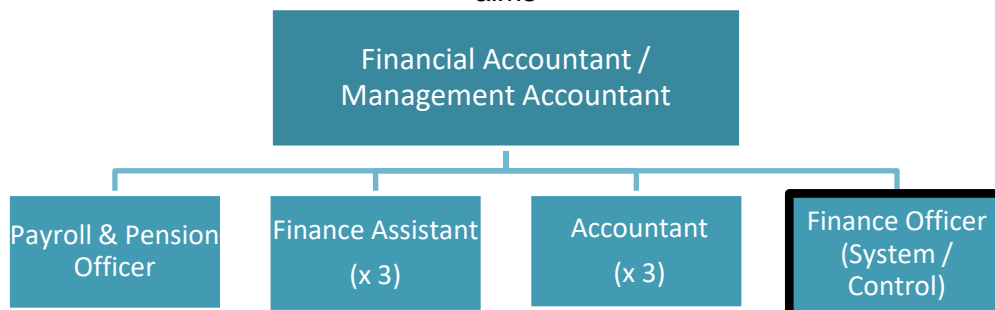
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

Providing strong financial governance and control whilst facilitating effective delivery of WYCA's aims



Job Overview:

- Responsible for all financial system administration, contracts, controls, maintenance, reporting, development, training and authorisation / access levels, in liaison with relevant 'Officer' and following agreed approval process.
- Responsible for up to date Accounting and Payroll process / procedure notes, in liaison with relevant 'Officer'.
- Provide support to Financial & Management Accountants as required during periods of high workloads (eg Budget planning & monitoring, Annual Accounts, and) Responsible for timely and accurate input into a range of financial systems including creditor, debtor, nominal, bank and payroll.

- © Take a pro-active approach to participating and delivering of your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure that these are delivered at all times.
- © Be a visible and enthusiastic team member, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.
These indicate the end result or outputs for which the role holder is responsible.*

People Contacts:

- Take ownership of your own continuous professional development and taking action to ensure that you are equipped to complete your work.
- Responsible for the day to day 'task' management of the Finance Assistant when assigned to undertake system or process related work.

- © Support partnership working across the organisation and externally.
- © Work together with your team to ensure targets are achieved.
- © Be an advocate of our strong performance management culture, taking accountability for delivering results.
- © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
- © Take a proactive approach to internal processes, contributing during meetings and interviews.
- © Utilise effective communication channels when working with others.

Technical Duties:

- Lead technically, as system administrator, on financial systems such as nominal ledger, purchasing / procurement, accounts payable, accounts receivable, budget planning & monitoring, payroll, cash and banking systems.
- Ensure financial systems and related internal controls are properly administered, managed, controlled and comply with standing orders, financial regulations and agreed procedures.
- Manage the finance system contracts / licences as assigned 'Contract Delivery Officer', managing contract performance and liaising with system providers.
- In liaison with other finance colleagues, lead and ensure all finance system procedure / process notes, user guides and associated information are reviewed, up to date, tested, developed / improved and communicated on a timely basis.
- Lead on financial system product reviews (full system or modules), undertaking assessments of current systems and preparing business cases for proposed changes.
- Lead on the timely delivery of all financial system training, with the support of other finance colleagues, ensuring training packs are user friendly, up to date and accessible.
- Lead on key financial data and reporting including extracts for area wide initiatives, such as the National Fraud Initiative.
- Responsible for the 'Finance' section of the WYCA intranet and all associated updates / administration.
- Provide support to the Management Accountant with particular regard to budget planning and system reports to support in year monitoring / reporting of the financial position.
- Provide support to the Financial Accountant with particular regard to the production of the Annual Accounts and system related year end procedures.
-

- © Typically works on horizons of up to one year, in line with the objectives set in the business plan.
- © To uphold procedures in place to achieve your strategic objectives, suggesting amendments to processes as required.
- © Ensuring compliance with the Combined Authority's health and safety policy.

Impact & Influence:

- Provide professional representation and use good communication skills whilst working with external stakeholders and customers, including auditors, bankers and key users of financial systems.

- Use communication skills to influence and challenge existing ways of working to ensure that the best interests of the CA are achieved.
 - Identify and find solutions to communication challenges observed within the organisation.
 - Champion the financial aspects of the CA's work, promoting the finance function and team as enablers / partners whilst ensuring strong internal financial controls.
-
- Ⓞ Represent the interests of your team within the context of the wider aims of the Combined Authority both internally and externally.
 - Ⓞ Fosters good working relations across the organisation, building effective team relationships.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- Ⓞ Part qualified or working towards qualified or experienced Accounting Technician.
 - Ⓞ Practical recent experience of successfully performing in a similar role.
-
- Strong understanding and demonstrable experience of financial systems, processes and internal controls.
 - Demonstrable deep understanding of financial procedures within a Local Authority environment.
 - Practical knowledge of financial reporting standards and CIPFA/IFRS Code.

People:

- Ⓞ Experience of effectively contributing to team objectives.
 - Ⓞ Experience of successfully identifying appropriate communication channels to deliver information.
 - Ⓞ Experience of effectively contributing to organisational vision.
-
- Experience of working in a multi-functional finance team.
 - Experience of prioritising, planning and organising own workloads to manage expectations and deadlines
 - Experience of supervising staff on day to day tasks.

Technical:

- Ⓞ Strong negotiation skills.
-
- Demonstrable experience of a range of financial accounting software & payroll systems
 - Experience of analysing financial information and maintaining systems of internal financial control.
 - Advanced user of Excel, with strong skills in other Microsoft office packages.

Impact & Influence:

- Proven experience of conveying information both written and oral in a clear and concise style
- Experience of taking a partnership approach to working with non-finance colleagues

- Good communication skills with the ability to advise and challenge.
- Experience of working in a changing environment.

OUR VALUE & BEHAVIOURS

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.