



Role Profile

FINANCE ASSISTANT				Purpose			
Reference No.	I584.01	Type	Individual	The principal job purpose can be described as assisting in the provision of a comprehensive financial service to support the Council's Services.			
Service	Finance						
Job Family	Para-Professional 3	Grade	FC5				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
To provide support on all aspects of Financial Management activity, supporting key operational and strategic decisions, under the supervision of an Accountant / Auditor and/or Business Partner/ Team Leader to all Council Services.				1 Higher in a relevant subject and 4 National 5s, to include English and Maths, or NC Business Level 5 Experience of working in a financial environment (Focus on Customers - See 'How we work matters framework')		✓	✓
The collation and interpretation of financial data by use of spreadsheets and other software tools as appropriate.				Experience of MS Office packages, Word Excel etc.		✓	
Assisting in compiling the annual revenue and capital budgets, final accounts and regular revenue monitoring reports for a range of Council Services.				Knowledge of Financial Information Systems			✓
				Ability to work to deadlines		✓	
				Good Numerical Skills		✓	

E = Essential Criteria D = Desirable Criteria

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To assist in the completion of Government Grant claims and various statistical and financial returns as necessary.	Ability to use own initiative	✓	
To assist and carry out a range of internal audit activities.	Ability to communicate effectively with people at all levels, both internal and external. Good oral and written communication skills.	✓ ✓	
To provide administrative support to the Division as required.	Ability to work as part of a team.	✓	
To carry out all work in accordance with agreed standards, guidance and procedures.	Ability to understand and interpret the Council's structure, policies and applicable legislation.		✓
Undertaking such other duties as might reasonably be expected to fall within the remit of the post and / or relinquish any of the above duties as may from time to time be determined.	Ability to provide a regular and effective service.	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results