



JOB DESCRIPTION

JOB TITLE:	Finance Officer
REPORTS TO:	Finance Manager
RESPONSIBLE FOR:	Finance Assistant(s)/Administrators and/or less experienced or more junior colleagues within the Finance Team
SALARY	Up to £51,939 depending on experience & qualifications

CONTACTS

- Internally - All staff within the Valuation Tribunal Service (VTS) – specifically the Finance Manager and the Finance Team and the Finance Director; Chief Executive; VTS Board; Directors; Managers and Registrar; President; Vice Presidents and Members of Valuation Tribunals for England (VTE).
- Externally - Ministry of Housing Communities, & Local Government (MHCLG) as the VTS's sponsoring Department, internal and external Auditors, all other stakeholders and VT users, Professional bodies and organisations, third party contractors and Statutory bodies.

JD and PS reviewed November 2024

MAIN PURPOSE

To prepare and deliver financial processes, reports, advice, support, and management - to a high quality and to time - to the VTS, its key stakeholders within senior and middle management, to the Board and to the VTS's sponsoring department.

To provide a business partnering approach in support of the wider VTS, helping to resolve issues, respond to questions, enhance financial awareness, and improve finance processes.

To ensure the day-to-day recognition and processing of all financial transactions on the finance system (SAP) ensuring that these transactions are processed in a timely manner and are compliant with all policies, processes and the Financial Report Manual (FrM) and Consolidated Budgeting Guidance (CBG) and other guidance as published by HM Treasury.

To manage allocated Finance Assistant(s)/Administrator/more junior staff.

To provide support and guidance to the rest of the finance team and in particular support the Finance Manager.

MAIN RESPONSIBILITIES

1. Accounts and reconciliation

- 1.1 Manage the team's monthly timetable, delivering all tasks to deadline and ensuring all risks are identified, raised appropriately and mitigated. Responsible for all transactions posted to the ledgers including (but not limited to); purchase order processing, goods receipt notes, supplier invoices, claims, journal postings, accruals and pre-payments.
- 1.2 Monitor, review and reconcile all balance sheet accounts as required. Provide relevant supporting documentation, challenge and resolve any anomalies and inconsistencies and ensure adherence to the timetable.
- 1.3 Responsible for the recognition and reconciliation of the monthly payfile on SAP including the receipt, review and preparation of the file for upload, the maintenance of relevant mapping tables, liaison with HR to resolve issues, the upload process and resulting reconciliation of the pay control account all within the limited timeframe.
- 1.4 Support the Finance Manager if the preparation of annual and quarterly accounts and other accounting returns as required by MHCLG.
- 1.5 Ensure the provision of relevant and robust supporting data in response to audit queries.
- 1.6 Ensure continuous improvement by reviewing and 'challenging'. Develop and draft associated process notes covering all work of the finance team.
- 1.7 Manage and maintain the general ledger account codes, structures and hierarchies. Ensure that the onward mapping to the group account number and OSCAR (for HM Treasury and MHCLG reporting) is consistent with its application and is appropriate.

2. Management accounting responsibilities

- 2.1 Provide a business partnering service by working with budget holders and managers in the VTS. Provide monthly updated actuals extracted directly from SAP and provide support in the reviewing of expenditure against forecast on a monthly basis. Advise on the most appropriate application, use of chart of accounts data, and help in interpreting the data and supporting reforecasting activities.
- 2.2 Work with and successfully influence budget holders to deliver high quality and accurate expenditure re-forecasts within a very tight timetable to ensure upload onto SAP and onward submission to the sponsoring department. Identify issues and work with budget holders to resolve any challenges encountered, offering advice, support and providing solutions.
- 2.3 Extract data in a useable format and is used for onward reporting to Executive Management Team (EMT) and the Board. Identify and highlight any risk to budgets at the earliest opportunity, in particular where forecasts are in excess of available budget. Provide suitable and timely advice and appropriate actions to avoid breach of budget and Accounts qualification.
- 2.4 Review and update all associated hierarchies and structures on SAP, ensuring that these reflect the structure of the organisation and provide the optimum basis upon which the organisation can report.
- 2.5 Review, develop (with a view to improvement) and update reports produced for the Board and other interested parties to ensure that they are drawn directly from SAP in a simplified manner whilst retaining clear audit trails and ensuring that information and reports are clearly understandable by members of the respective audiences.

- 2.6 Working within and to the agreed process, prepare the monthly Grant-in-Aid (cash) forecast using the underlying SAP data, adjusting for known non-cash items and analysis, assess and make appropriate adjustments for other non-cash or cash requirements. Ensure that the forecast is fully supported by underlying data and provides a full audit trail. Analyse and review the cash held and challenge anomalies where they exist taking steps to work with our shared service provider to resolve any banking issues or concerns.
- 2.7 Work with - and take direction from - the Finance Manager and Finance Director to prepare the annual budget, commissioning information from budget holders, collecting and collating returns and grouping in accordance with the required budget category.

3. Accounts production

- 3.1 Support the Finance Manager in the production of the statutory annual report and accounts for the VTS and also the returns prepared and submitted in respect of MHCLG Group Accounts.
- 3.2 Identify and implement process improvements to the production of the accounts drawing on best practice from the MHCLG family.
- 3.3 Provide support and assistance to the team and audit (internal and external) in order to fully respond to any audit query in a timely manner.

4. Management, supervision and wider VTS responsibilities

- 4.1 Manage any finance team members allocated to the job holder including effective performance management, administration of annual leave and managing sickness issues. Manage the fair and transparent application of VTS HR policies and ensure the quality and timeliness of the services provided by team members and the staff supervised by the job holder.
- 4.2 Support and help to develop a high level of professionalism within the finance team and assist in the development on a one-team, supportive culture and working environment.
- 4.3 Support finance and senior management in any other finance related work as required.
- 4.4 Assist with financial and accounts training for non-Finance staff within the VTS.
- 4.5 Comply with all financial policies and procedures and ensure convergence with legislative requirements and financial regulations.
- 4.6 Prepare reports and papers as requested including providing assistance in the preparation of business cases.

5. General

- 5.1 Ensure that all records (paper and electronic) are retained in an accessible format and in accordance with VTS policies.
- 5.2 Maintain continuous professional development requirements and an awareness of new developments impacting upon either the accountancy profession or on the effectiveness of finance management.
- 5.3 Any other duties as required which are commensurate with the level of the post.

PERSON SPECIFICATION

All requirements are Essential (E) unless clearly marked as Desirable (D)

Qualifications

Fully qualified with CCAB or CIMA (or passed finalist) with appropriate relevant experience and looking to progress to the next stage of their finance career (E)

Knowledge and experience:

Demonstrable experience of producing accurate, timely and value-added financial information (including forecasts, budget setting and reporting) and providing expertise and advice in a fast-paced finance team, preferably in a Finance Business Partner role (E)

Experience of financial accounting processes, including producing financial statements (E).

Experience in operating financial systems to a high level of capability (E), preferably SAP and to support the development of systems and processes (D)

Ability to analyse and model a range of financial and non-financial data using advanced Excel (E)

Experience of driving improvements in both financial planning and financial forecasting, within a complex environment (E).

Knowledge and awareness of the requirements on Non-Departmental Public Bodies or equivalent organisations and understanding of public sector accounting requirements (D)

Line Management experience (D)

Experience in the preparation and provision of technical papers and business cases (D)

Personal qualities

Ability to demonstrate the highest levels of personal integrity with a well-developed appreciation and commitment to the highest standards of probity when operating within a public sector finance environment (E)

Demonstrable commitment to excellence and encouraging a high performing work culture where the focus is on "getting it right" first time (E)

Ability to lead by example and demonstrate 'going the extra mile' in delivering quality services to tight timescales (E).

A driven, collaborative colleague with experience of working to tight deadlines and building strong working relationships at all levels (E).

Excellent interpersonal skills and demonstrating ability to engage effectively and influence others (E).