

Job Profile

Task Lead - Care Services Finance

Grade: 5

Date created: June 2014

About the Job To support in managing and leading a Task to deliver a comprehensive administration and support function and to work as part of the team to ensure effective and consistent administration and support standards within the team are consistent across the section and meet the business needs of the service area and customers.

This is what we need you to do...

- As part of the team, to provide a total office administration and support service for the service area.
- To support the culture of developing, co-ordinating, formalising and standardising administration processes within the service area.
- To ensure that any necessary administrative processes, which support the service area's activities are carried out effectively in order to meet objectives.
- To carry out work and lead on specific tasks as required.
- To assist with Financial matters e.g. support for Budget Monitoring, SAP Shopping and accurate handling and reconciliation of Petty Cash and cheques where applicable.
- Developing and maintaining filing and recording systems, including statistics and monitoring as appropriate. To ensure a systematic approach to the archiving and appropriate disposal of obsolete information in line with GCC Policy.
- To keep up to date with developments in new administrative systems and to recommend/implement their introduction where so instructed.

- To ensure that all enquiries and contacts via the Helpline are acknowledged and responded to in a consistent and timely manner, in line with relevant procedures.
- To participate and contribute as directed in corporate/strategic activities or cross cutting projects.
- To undertake such other duties related to the work of the County Council as may be assigned that are consistent with the nature of the job and its level of responsibility.

Special Conditions

- Assist in the implementation of the Council's equal opportunities objectives with particular reference to any targets / positive actions set out in the Fairness & Diversity Strategy
- To adhere to all County Council Health and Safety policies and procedures and other County Council policies and procedures applicable to employees
- It is a requirement that there is no smoking in the workplace

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Experience of working in a busy office environment
- Experience of working in an admin finance office
- Experience of basic accounting/book keeping
- Experience of setting up and running effective office systems
- Experience of supervising staff
- Customer focused internally and externally

Knowledge, Skills and Understanding

- Skilled in Microsoft Packages – Word and Excel.
- Excellent PC Skills
- Excellent Telephone skills and telephone manner
- Ability to use Internet in an efficient manner

Behavioural attributes

- Ability to respond quickly to changing priorities and manage own workload as well as workload of others
- Ability to work on own initiative
- Thorough and attentive to detail
- Able to communicate effectively at all levels
- To have a positive attitude to problem solving and innovation and have a flexible and adaptable approach to challenges.
- Excellent organisational skills
- Flexible and adaptable
- Customer focussed

Education & Qualifications

Essential

- Diploma or NVQ in Business Administration or appropriate equivalent qualification.
- Educated to GCSE Grade C or above in Maths and English

Desirable

- Experience of working in a Local Authority
- AAT
- Experience of GCC Systems e.g. SAP, ERIC and ContrOCC.

Requirements of Job Holders

General

The job profile sets out the main duties and responsibilities of the post at the date when it was drawn up. These duties and responsibilities will vary from time to time to reflect the changing needs of the organisation, without changing the general character of the post. Such variations are a common occurrence and appropriate training will be provided as necessary, without requiring a modification to the job profile or a re-evaluation of the grade.

Comprehensive Equalities Policy

The post holder must at all times carry out his/her responsibilities with due regard to the Council's Comprehensive Equalities Policy.

Health and Safety

All employees are subject to the Health and Safety at Work etc. Act 1974 and associated legislation. The post holder must adhere to relevant health and safety instructions and take all responsible care not to do anything that might endanger themselves or others; to report to their line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

The post holder will comply with the requirements of the Council's Corporate, Directorate and local Health and Safety Policy Document and Arrangements, which further detail responsibilities.

For post holders who line manage staff:

Ensuring high priority is given to the management of health and safety and that you carry out your legal responsibilities for ensuring that risk assessments are made and action taken; that appropriate information, instructions, training and supervision is made to ensure health and safety at work of those employees for whom you are responsible.

Data Accuracy

To be accountable for maintaining data quality through following the agreed data strategy and procedures.

Confidentiality

Employees are expected to maintain the required level of confidentiality in relation to their work.

Conduct

All employees are expected to comply with statutory requirements and the Council's employment policies while carrying out their work and work in line with the standards of behaviour as outlined in the Code of Conduct.

Context in which council jobs are carried out

We want all our staff to have a good experience of working for Gloucestershire County Council and we seek continuous improvement in all that we do. Your contribution to service delivery and your ideas about what can be done better, or more efficiently are vital. So we ask all employees to be open to change and improvement in carrying out their jobs and to put forward fresh ideas whenever opportunities arise. This will help us to achieve our aims.

Personal development

All post holders are expected to continually develop and will be encouraged to develop skills and capabilities, including participation in projects.

The post holder will be expected to participate on an annual appraisal in accordance with established County Council's policies and procedures and to complete appropriate training and development activities.