

Job Description

Service:	Finance
Job title:	Systems & Transactional Accountant
Grade:	H
Hours of work:	Full time (37hrs per week)
Responsible to:	Head of Finance
Responsible for	
Direct reports:	1
Indirect reports:	Relevant officers within Finance on regular basis
Budget:	£90k – FMS and BACS software costs

Purpose of Post:

Administration of TechnologyOne (T1) Financial Management System (FMS):

- To deliver efficient and effective financial systems and processes across the Council's financial infrastructure. Administration includes ensuring the internal and external integrity of the system. Deliver compliant systems and processes assessing financial risk and influencing actions to mitigate the risk across a diverse range of activities/services.
- Provide technical expertise and guidance, ensuring the complexity of the Councils financial flows is fully understood and continuously evolves.
- Lead system and process transformation to promote efficiencies across modules through technological solutions. Manage the development of skills to drive through these changes.
- Support for all module leads and responsibility for modules where module leads have not been appointed, including logging and resolution of all support issues with T1.
- Liaison with internal and external stakeholders, partners, and consultants in the delivery of all aspects of the role. Build partnerships and maintain strong relationships with colleagues internally and externally, including finance system partners at Cambridge City and South Cambridgeshire.
- Provide training and guidance to users at all levels. Support the development of skills to drive through transformation changes through the delivery of effective training and development.
- Develop roadmap for Finance system through the use of latest techniques and tools and to improve financial processes aligned to business needs. Review current practices and drive new ways of working to achieve greater automation and efficiency to meet service and the Council needs.
- Review current practices and drive new ways of working to achieve greater automation and efficiency to meet the needs of services and the Council.
- Develop and deliver performance reports and dashboards across the Finance system to aid decision making.
- To plan, co-ordinate and deliver, often complex, projects across a range of services to ensure integration with the finance system and processes. This will include collaboration with other services, and the supervision and management of staff during the project.
- Assisting with the coordination and delivery of effective financial planning and financial management tools for revenue and capital budgets, ensuring efficient, effective systems and processes are in place.


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<ul style="list-style-type: none"> • Responsibility for and project management of delivering system upgrades. This includes the managing Finance teams and end users during User Acceptance Testing. • Training & mentorship of Trainee Accountant for systems administration support of TechOne <p>Line management of the Transactional Finance team (credit control officers, Accounts Payable & Accounts Receivable)</p> <ul style="list-style-type: none"> • To provide day-to-day support and line management of the Credit Control Manager and team <p>Administration and maintenance of the BACS system:</p> <ul style="list-style-type: none"> • To provide day to day administration of a BACS system to make payments and to collect income across the Council. • To provide training, support and troubleshooting to end users across the Council. • Collaboration with services when setting up new income streams. • Liaison with software provider for software issues and upgrades. • Liaison with NatWest BACS and NatWest Relationship Manager. <p>Treasury Management, VAT and Purchase Cards:</p> <ul style="list-style-type: none"> • To provide cover for the Financial & Treasury Accountant for daily cash management and VAT advice. • To authorise Purchase Card applications. • To provide cover for the Credit Control Manager for Purchase Cards and Administrator for Clearspend system. 	

Key Deliverables:

- Ongoing administration, and management of the councils FMS (T1), including FMS related reconciliations, income & expenditure interfaces, and income & expenditure management.
- Responsibility for year-end close-down of T1 system.
- Development of system through the co-ordination, planning or project management of technological innovation for both existing and new T1 modules.
- Collaborate with colleagues to create a continuous improvement programme for the FMS system to create efficiencies.
- Training users and production of training materials for T1 system.
- Logging and resolution of support calls for all TechOne modules.
- Support for all module leads. Responsibility for modules where no lead appointed.
- Management of upgrades to T1 system and co-ordination of testing with users.
- Management of T1 support contract.
- Support for the preparation of the Statement of Accounts by the Business Finance Partner team.
- Assist with the delivery of financial reporting through the provision of Forecasting and Budget models and reporting tools.
- Liaison with both internal and external stakeholders, which includes partners, contractors, consultants, software suppliers, support desks and auditors in the delivery of all aspects of the role. This includes working with 3C's partners to ensure that there is effective 'joint' development of T1.
- Provision of BACS system to make payments to suppliers, customers (HB, CT/NNDR, Leisure, Green Bins and Sundry Income streams) and staff and to collect income from customers via direct debit. This includes upgrades, support, and training for users.
- Liaising with Banking Relationship Manager.

<p>Knowledge and Qualifications</p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role.</p> <p>(E) Essential (D) Desirable</p>	<p>Full AAT or part CCAB qualified (E) Finance System Administration (E) TechOne System Experience (D) Treasury Management experience (D) VAT experience (D)</p>
<p>Experience</p> <p>Experience the person would need to do the job.</p> <p>(E) Essential (D) Desirable</p>	<p>Significant and demonstrable experience in a finance systems administrator role (D) A thorough understanding of the environment in which local government operates(E) A thorough understanding of the financial framework applicable to local government (E) Experience of delivering training to finance and non-finance staff (D)</p>
<p>Skills and Abilities</p> <p>Specific skills the applicant would need to do the job.</p> <p>(E) Essential (D) Desirable</p>	<p>Confidence to work effectively at all levels of the organisation (E). Ability to self-motivate (E) Ability to present written information in a way appropriate to the needs of the reader(E) Ability to deliver training at all levels (E) Good communication skills with the ability to communicate equally with financial and non-financial people (E) Fully competent in the use of Office 365 (E) Project Management experience (D) Ability to balance multiple responsibilities (E) To work effectively with managers and staff, able to deploy persuasive and influencing skills (E) Ability to work individually and as part of a team (E)</p>

<p>Decision Making and Impact on Others</p> <p>What impact the reasons made by the post holder would have on others across the Council.</p>	<p>T1 - To deliver effective, compliant financial systems and processes across the Council and collaborate with internal and external customers.</p> <p>This is a key role, and the impact on services cannot be stressed enough. Lack of the FMS would mean a loss of financial information leading to ineffective reporting and impacts that would be experienced both internally and external to HDC. For example:</p> <p>Ineffective forecasting/reporting of service outcomes would adversely affect decisions made by Budget Managers, SLT and Members.</p> <p>Inability to collect income (Revenues, Leisure) and make payments to suppliers, customers, and staff.</p>
<p>Communication with Internal and External Customers</p> <p>What customers the applicant would be in contact with in the job</p>	<p>Internal customer contact 70%</p> <p>External customer contact 30%</p> <p>To support and collaborate with internal customers at all levels and from all departments. Support external stakeholders to understand the challenging financial environments.</p> <p>Collaborate with 3C's FMS partners and 3CICT in respect of ongoing administration and development of FMS (T1). Collaborate with other T1 Council's to push forward LA agenda with T1.</p>

<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>
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Safeguarding and promoting the welfare of children and young people/vulnerable adults.

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.