

Job Description

Service:	Planning
Job title:	Finance Officer
Grade:	D
Hours of work:	37 per week
Responsible to:	Implementation Team Leader
Responsible for	
Direct reports:	None
Indirect reports:	None
Budget:	n/a

Purpose of Post:

To provide finance and accountancy support to the Planning Team. To lead in the provision of finance and accountancy support to the Planning Service.

Key Deliverables:

1. To deliver the financial services in an effective and timely fashion, including
 - i. Follow established Accountancy and Audit processes, to monitor Planning Service budgets; working with the Finance Team and the Planning Managers to take responsibility for the preparation of the closing down accounts for the service each financial year applying specialist knowledge gained through collaboration with other teams and external partners within strict timelines to meet fixed end of year deadlines.
 - ii. Financial administration duties in collaboration with other service areas, for example Finance Team, Insight & Delivery (Open Spaces, Refuse) and Regeneration and Housing Delivery, including; production of systems reconciliation, management of sundry debtor accounts and management of creditor and Centre suppliers utilising the HDC Financial Management System.
 - iii. To effectively and accurately manage, record and report; the reconciliation of the Planning Service budgets; ensuring customer accounts are set up and correct; preparing necessary purchase orders; invoicing and payment processing of sundry debtors; and the processing of payments for Centre creditors.
 - iv. Financial analysis and reporting of Planning Service budgets and the provision of complex statistical information, explanation and reasoning for the Management Teams, which includes end of year reconciliation and accounting matters.
2. To support the use of the Financial Management System by:
 - i. Daily use and interrogation of inputting of data to and maintenance of the Financial Management System (FMS) in relation to Planning Service matters.
 - ii. Be the Planning Service lead in the use of the FMS taking responsibility for meeting strict financial deadlines.
 - iii. Analysis of financial information to write and maintain reports to assist the Chief Planning Officer and Planning managers to make decisions around budget setting and end of year reconciliation on projects.
3. To support the Implementation Team in general queries it may have including, but not limited to, the monitoring and collection of Community Infrastructure Levy (CIL) and S106 developer contributions.

4. To co-ordinate responses to relevant formal information requests such as Freedom for Information requests, formal complaints, and MPs letters, when necessary.
5. To support the development of an annual Infrastructure Funding Statement within legislative timeframes working with the team, partners, town / parish councils and the public to show the receipts and expenditure in relation to infrastructure needs to support growth.
6. To fulfil the responsibility of an employee which include:
 - i. Ensuring the health and safety of themselves and other employees and visitors to the Council's premises.
 - ii. Complying with all policies of the Council that apply to its employees.
7. To undertake:
 - i. Such other duties as are appropriate to the nature and grading of the post as are required from time to time.
 - ii. Appropriate reading and training to keep abreast of changes in local government finance as supported by the Finance team.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within HDC.

Knowledge and Qualifications The minimum knowledge required to undertake this role and any qualifications or training essential for the role (E) Essential (D) Desirable	A good general education to A Level standard.(E) Or Full AAT or Part Qualified (E) Recognised administration qualification Level 3 or above. (D)
Experience Experience the person would need to do the job (E) Essential (D) Desirable	Experience of working within a Finance department. (E) Completing financial reconciliations (E) Using a financial management system (E) An awareness of Planning would be advantageous but not essential (D)

	Use of computers, including Word, Excel, Outlook and GIS, for administration purposes. (E)
Skills and Abilities Specific skills the applicant would need to do the job (E) Essential (D) Desirable	• Excellent IT skills, including Uniform, MS Office and databases (E) • Excellent organisational skills in order to ensure that your own work and the work of this service area is effective (E) • Good understanding of operating financial systems within an office environment (E) • To work effectively with managers and staff (E) • Ability to work as part of a team and to work with minimum supervision, prioritising work loads and bringing issues of concern to the team leader in a timely fashion. (E) • Proven good communication skills, particularly oral communication skills with customers. (D) • Ability to work flexibly and to tight deadlines (D) • Ability to analyse data submitted. (D) • Ability to understand and interpret legislation, policy guidance and planning obligations legislation and appropriately advise and negotiate (D)
Decision Making and Impact on Others What impact the reasons made by the post holder would have on others across the Council	• Takes responsibility for the decisions relating to the Planning Service's financial requirements (E) • Makes and communicates clear requirements and decisions (D) • Takes responsibility for the outcomes and impact of their decisions and those they delegate (E) • Considers all relevant information when making decisions (E)
Communication with Internal and External Customers What customers the applicant would be in contact with in the job	Predominantly internal customers – high level of collaboration with colleagues across the service and Council as a whole. Focus of this role: Internal customer contact 60% External customer contact 40%
Personal Attributes and Other Requirements In this section please list any other qualities you	• Be a good team worker demonstrating loyalty and commitment to the organisation and team members (E) • Responds constructively to a change in agenda or priorities (D)

are looking for from the applicant (E) Essential (D) Desirable	• Revisits their decisions when presented with new information (D) • Is prepared to adjust their interpersonal style to respond to the needs or preferences of others and the situation (D) • Re-prioritises appropriately when faced with a change in requirements (D)
HDC values 	The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team. Inspiring: We have genuine pride and passion for public service; doing the best we can for customers. Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers. Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. Respectful: We respect people's differences and are considerate to their needs. 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.

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.