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| **FInance officer**  **SALARY GRADE: HBC7/8** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – keeping great service delivery at the heart of everything we do * Personal Growth – learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Flexible / hybrid working arrangements available * Car leasing schemes   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| As a Finance Officer, you will play a vital role within the Council, assisting with the delivery of a full range of financial management services, helping fulfill both the Council’s Corporate requirements and each Directorate’s needs.  More specific responsibilities include:   * Assist in preparing the revenue budget, capital programme, fees and charges, budgets for grant and external funding, all within approved deadlines. * Assist in preparing year-end final accounts per relevant guidelines and liaise with the Council’s external auditors. * Provide regular monitoring reports on revenue, capital, and external expenditure to the Council's Management Team, Members, and Budget Managers, including financial data and analysis as needed. * Assist in promptly completing grant claims, ensuring proper accounting for grant-funded expenditures, maximizing available grants, and liaising with external auditors by providing information in a timely manner. * Assist in maintaining the Agresso general ledger, including daily reconciliations of feeder systems, undertaking benchmarking work and comparing council costs and incomes to other authorities and services. * Assist in completing financial returns, statistical reports, performance indicators, and unit cost analyses for the Council, Government Bodies and external bodies by the required deadlines, whilst professionally liaising confidently with these bodies. * To attend and contribute to departmental, inter-authority working groups as required. * Advise senior officers and member boards on financial report preparation to support effective management decisions for initial budget setting and in-year monitoring. * To undertake special projects and any other duties that may be assigned commensurate with the responsibility of the post. | |
| About You | |
| For this role, you must be a member of the Association of Accounting Technicians.  In addition you will have:   * Proven experience in and knowledge of a public sector accounting environment. * Knowledge of Local Government, demonstrating an awareness of the key stages of its finance cycle. * Ability to write complex financial reports in a clear and concise manner, with excellent analytical skills to evaluate and report upon financial data. * Excellent organization skills, with the ability to consistently achieve tight deadlines, and to plan and prioritise work. * Possessing excellent oral communication skills and have the confidence in liaising with senior officers * Ability to provide creative and innovative solutions to issues and problems, using initiative to make sound judgements. * Highly developed information technology skills and knowledge of Microsoft Excel, Word and associated systems, using these systems to appropriately facilitate the achievement of objectives.   The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
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