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| Finance and Budget Monitoring Officer  **SALARY GRADE: HBC4/6** | 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 | |
| This role involves assisting and supporting the delivery of a range of financial management services, in order to meet both Directorate and Corporate financial requirements.  More specific responsibilities include:   * Assisting with ensuring that appropriate budgetary control and monitoring systems are in place within Directorates, in accordance with the Council's Constitution and Financial Regulations, that approved financial procedures are operated, and all income and expenditure is corrected accounted for. * Supporting Finance Officers in terms of budget monitoring in respect of all revenue, capital, grant and externally funded expenditure, to ensure significant variances are investigated and appropriate corrective action taken where necessary, and to assist with decision making. * Providing for the financial and activity information needs of Finance Officers, including undertaking appropriate forecasting and extrapolation as required, to enable them to monitor performance and forecast commitments. * Timely re-allocation of cash receipts to accounting codes within the Agresso system and ensuring that all income due to the Council is invoiced and recovered promptly. * Assisting Finance Officers with monitor staffing changes during the year, in order to support budget monitoring and budget preparation. * Assisting the Finance Officers to ensure that proper accounting arrangements are in place for all grant-funded expenditure, all grant claims are completed promptly, all available grants are maximized, and to liaise with the Council’s external auditors as required. * Undertaking the analysis of financial data utilising the Agresso and Excel spreadsheets and preparing monthly Special Accounts statements and communicating with Budget Managers. * Helping to manage the daily cash flow, manage transfers and payments on a daily basis ensuring that all payments are processed in line with the Council’s financial standing orders. * Undertaking research, costing exercises, financial analysis and financial appraisals in order to support Finance Officers when considering service developments and to identify the potential budgetary impact of options. * Undertaking reconciliations as and when required, such as those relating to expenditure and income items, Agresso feeder systems, cashbooks and bank accounts. * Assisting with year-end closure of accounts in accordance with all relevant guidance and deadlines, including liaison with Budget Managers, other relevant Directorate colleagues and the Council’s external auditors, as required. * Assisting with the completion of Freedom of Information requests, statistical returns, performance indicators, and unit cost analyses. * Attending and contributing to departmental and other working groups as required. * Liaising with Government Departments, other Councils, external bodies, service providers, partner organisations, and other agencies, in order to provide, obtain or evaluate data and information as required. * Undertaking special projects and any other duties that may be assigned commensurate with the responsibility of the post. * Undertaking any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. | |
| About You | |
| You will have at least 5 GCSE’s at Grade C or above (including Maths and English).  In addition you will have:   * Experience of working in a finance environment. * Understanding of monitoring arrangements for income and expenditure budgets and the provision of financial information and analysis and the understanding of accounts procedures. * Excellent knowledge of Microsoft Excel and the ability to use Word, e-mail and the Internet. * Excellent oral and written communication skills and confidence liaising with Budget Managers and Colleagues. * Highly organised and able to plan and prioritise work. * Ability to consistently achieve tight deadlines and identify, evaluate and resolve problems. * Ability to use initiative and make sound judgements   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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