 **Role description**

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| Post: | Finance Support |
| Location: | Cardiff |
| Pay Band: | A2 £21,986 - £25,707 |
| Line Manages: | n/a |
| Reports To: | Senior Finance Support |

**Job Purpose:**

To work as a member of our finance team, providing support to deliver a quality service in line with our financial processes and regulations.

Main duties include:

* Day to day management of the computerised finance systems related to purchase invoices, including, Electronic authorisation system, invoice register and procurement logs.
* Produce weekly payment runs that comply with relevant accounting and procurement directives, regulations and policies.
* Administer procurement card scheme applications and the Barclays Spend Management website.
* Perform debt collection duties for our Grants team.
* Produce month end control accounts and reconciliations in a timely and accurate manner.
* Complete monthly expense claims for all employees.
* Manage the daily collection of registration fees.
* Supply financial data for budget holders on a monthly basis and answer internal and external ad-hoc financial queries while complying with confidentiality policies.
* Produce guidance, train colleagues and promote the use of finance systems.
* Maintain and promote Finance’s intranet and website pages.
* Review finance procedures with the aim to streamline and digitise.
* Maintain an audit trail through accurate and up to date electronic records.
* Assist the Senior Finance Support with ad-hoc duties.

In addition;

* Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to the post.
* Work to the highest standards of integrity and confidentiality appropriate to public sector employment, and to adhere to the requirements of the Standing Financial Instructions.
* Inform and attend meetings, whether internal or external, and provide timely provision of accurate data, reports and minutes, extract and analyse information, providing briefings as appropriate
* Maintain professional development and undertake relevant training.
* Represent Social Care Wales at external events.
* Undertake other such duties that may reasonably be requested which are appropriate to the level of the post.

**PERSON SPECIFICATION**

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| Post: | Finance Support |

We expect all our staff embrace and demonstrate behaviour that is in line with our Organisational Values.

**Respect Everyone:** Seeing people as Individuals and treating everyone with dignity and respect

**Professional Approach:** Acting responsibly and appropriately, holding each other to account.

**Always Learning:** Improving ourselves and supporting others to be the best we can be.

**Involve People:** Encourage and enable everyone to work together

|  | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications** | Higher Education Qualification or experience in relevant field | AAT Level 2 or above; or equivalent professional qualification |
| **Knowledge** | Knowledge and familiarity of public finance and associated compliance implications |  |
| **Experience** | Development of guidance and instructions  Operation of a computerised finance accounting system  Business administration | Supporting projects and programmes  Understand the importance of obtaining value for money |
| **Skills and Attributes** | Excellent organisational and time management skills with the ability to organise and plan work, identifying conflicting demands, establishing clear priorities and delivering objectives on time  Accuracy and attention to detail  Able to maintain confidentiality  Ability to develop and maintain excellent working relationships with a range of stakeholders providing a consistent, professional service  Language requirements  Listening and speaking: Able to fulfil all spoken aspects of the post through the medium of English and Welsh.  Reading and understanding: Able to use and interpret information from various sources through the medium of English and Welsh.  Writing: Able to write routine work related material through the medium of English and Welsh |  |

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**Confidential**

**Application form**

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| Post applied for: |  |

For HR use only:

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| Candidate Reference Number |  |

**Application form Confidential**

This form will need to be photocopied, please type or write clearly in black ink – Please do not remove any of the perforated pages.

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|  | | |
| **Personal details** | | |
| Last name - Mr/Mrs/Ms/Miss | | |
| First Names(s) | | |
| Home Address | | |
| **Telephone No.** | Daytime: | Home: |
|  | Mobile: | e-mail: |

**References**

Please give details of two previous employers to whom we may apply for a reference. One of these must be your present or most recent employer - if applicable.

**References for all shortlisted candidates will be taken up prior to the interview.**

**If you do not want us to contact your referees at this stage please tick the box:**

|  |  |
| --- | --- |
| 1. Name: | 2. Name: |
| Job Title: | Job Title |
| Capacity: | Capacity: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone: | Telephone: |
| e-mail: | e-mail: |

**Relationships**

Have you any friends or relatives employed by the Social Care Wales? If so, please provide name(s) and relationships with those named:

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**Legal status to work in the UK**

Do you have the legal right to work in the UK? Yes/No

If ‘YES’ but there are conditions attached, for example start or finish dates, please give details:

If ‘NO’ what type of permit do you require?:

**Availability**

Are there any dates during the next two months when you cannot attend for interview?

**Education/qualifications**

Please give name and type of establishment, beginning with Secondary School and list qualifications gained.

| **Establishment** | **Qualifications** |
| --- | --- |
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**Membership of professional bodies and professional qualifications**

Please give details of your membership of professional bodies and the level of qualification attained.

| **Date** | **Professional Organisation** | **Level of membership attained** |
| --- | --- | --- |
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**Additional training**

Please detail any further or specialist training undertaken or continuing professional development.

**Employment**

If you are a school/college leaver include details of holiday jobs.

**Present or last employer**

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| --- |
| Name, address and nature of business: |
| Position held and responsibilities: |
| Dates (Month and Year) From: To: |
| Salary (now or on leaving): |
| Notice Period: |
| Reason for leaving: |

**Previous employers**

Starting with the most recent. Add more rows if necessary.

| **Name and nature of business** | **Position held and responsibilities** | **Duration - months and years** |
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**Person Specification**

Please explain how you meet the following criteria by providing examples from previous experience *(please note: the boxes will expand as you write in them)*

**Essential**

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| Higher Education Qualification or experience in relevant field |
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| Knowledge and familiarity of public finance and associated compliance implications |
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| Operation of a computerised finance accounting system |
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| Excellent organisational and time management skills with the ability to organise and plan work, identifying conflicting demands, establishing clear priorities and delivering objectives on time |
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| Accuracy and attention to detail |
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| Able to maintain confidentiality |
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| Language requirements  Listening and speaking: Able to fulfil all spoken aspects of the post through the medium of English and Welsh.  Reading and understanding: Able to use and interpret information from various sources through the medium of English and Welsh.  Writing: Able to write routine work related material through the medium of English and Welsh |
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**How did you hear about this position?**

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**Declaration**

I confirm that the details of this application and the evidence of competency provided in support of it, are to the best of my knowledge true and accurate; and I consent to Social Care Wales processing, by means of a computer database or otherwise, any information I have provided for the purposes of employment with Social Care Wales.

Signature**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_