

Job Description



PSPS
Public Sector Partnership Services Ltd

Job Title	Senior Finance Assistant	Post No	
Job Grade	4	Location	Manby & Spalding
Reports to	Strategic Finance Manager/System & Finance Admin Manager/Treasury & Investment Manager (dependent on post)		
Responsible for	Budget	No	
	People	None	
	Estates/Facilities/Hardware	No	

Organisational Context

PSPS is a Local Authority Trading Company (LATCo) which is wholly owned by East Lindsey District Council and South Holland District Council and has main offices in both Spalding and Manby alongside several Customer Access Points. The company provides a range of services including Human Resources & Payroll, Financial Services, ICT & Digital, Customer Contact, Revenues & Benefits and Health & Safety.

PSPS provides the front and back office services to our Local Authority clients and our mission is that *'Together, we will provide high quality professional services, which achieve outstanding performance, satisfaction and confidence for our customers, communities and colleagues'*.

PSPS is focused on Service Delivery, Transformation, Engagement, People and Performance.

PSPS has a range of policies that have been specifically developed to support our people in achieving a positive work-life balance.

PSPS are proud to be a Family Friendly Employer and Disability Confident.

Job Purpose

Financial Services includes all aspects of service delivery to the Client Councils and to the Company, including Financial Budgeting, Management & Controls, Capital, Treasury & Income Management, Year End Accounts, VAT, Accounts Payable and Insurance Administration

The Financial Services function is responsible for adding value to clients and company management, through the delivery of quality professional financial advice, analysis, information and services.

The role of the Senior Finance Assistant is to undertake a range of financial activities and to provide financial advice, information and support.

Summary of Key Accountabilities and Responsibilities

Duties will include:

- Support Managers and Finance Analysts in the delivery of transactional finance activities of Clients and the Company, including preparation, monitoring and reporting of management



accounts for clients and PSPS, preparation of yearend financial accounts, preparation of annual budget estimates, provision of financial training, preparation of appropriate reports and returns as required, in line with the established Service Level Agreements.

- Ensure compliance with Legislative, Company and Client's policies ensuring proper governance arrangements are in place.
- Assist in ensuring sound financial controls and procedures are in place to produce the annual statement of accounts and accurate financial reports
- Assist in the completion of all relevant statistical returns and VAT and grant claims
- Support the service in delivering the income management function. This will include the day to day allocation and reconciliation of all income received through various payment channels.
- Balance and reconcile the bank accounts to the statements daily and ensure the correct amounts are allocated to the appropriate funds.
- Ensure all unidentified income is allocated to suspense promptly and subsequently reallocated in a timely manner.
- Reconcile all methods of payment to the income received into the bank accounts.
- Administering all returned payments, ensuring that the original receipts are cancelled.
- Deal with all enquiries in relation to payments received and also missing payment enquiries.
- Liaise with banks and external companies to resolve queries.
- Assist the team in completing all bank reconciliations and other reconciliations.
- Assist in the processing of BACS files.
- Assist with other day to day Finance Team tasks.
- Review income management system requirements and security of data.
- To ensure compliance with Legislative, Company and Client's policies ensuring proper governance arrangements are in place.
- Ensuring sound financial controls and procedures are in place to assist in the production of the annual statement of accounts and accurate financial reports.
- Carry out all other roles or tasks that are consistent with the level of this post or that fall within the scope of the role thereby ensuring that the overall business and operational priorities of the Company are delivered in a timely and effective manner.
- Assist in the mentoring and the development of finance assistants through their AAT qualifications by providing advice and support as necessary

Internal Relationships

- Employees and Team Leaders across the organisation
- PSPS Senior Leadership Team
- Head of Financial Services

External Relationships

- Client Council Employees & Managers
- Client Council Members
- External Suppliers
- External Customers
- Company Auditors
- External Auditors

Person Specification & Selection Criteria

Essential (E) or
Desirable (D)

Application (A)
Interview (I)
Presentation (P)

Qualifications



Four GCSE's or equivalent including Math's and English and actively Studying Association of Accounting Technician Qualification having achieved at least Level 2	E	A/I
Fully AAT Qualified	D	A/I
Experience		
At least two years relevant experience in a financial environment	E	A/I
Experience in using a general, sales and purchase ledger system	E	A/I
Experience of preparing internal and external returns; fixed asset register maintenance and administration	D	A/I
Public Sector experience	D	A/I
Experience of managing high workloads in a high pressure environment	D	A/I
Skills & Knowledge		
Working knowledge of Microsoft Office applications and core financial systems	E	A/I
Good numerical skills	E	A/I
Good communication skills	E	A/I
Ability to work to deadlines	E	A/I
Competencies & Personal Attributes		
Ability to plan and organize a complex and varied workload	D	A/I
Adaptable and flexible in a 'One Team' environment.	E	A/I
A professional outlook and approach to working.	E	A/I
Ability to work unsupervised	E	
Ability to adapt to changing demands and work pressures	E	A/I
Full UK Driving License with ability and means to commute between sites	E	A/I

Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role. Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements

Author	Steven Houchin	Completion Date	November 2019
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