

## **JOB DESCRIPTION: Financial Technician**

|                                                     |                                                                                                        |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Service area:</b>                                | <b>Finance</b>                                                                                         |
| <b>Reports to:</b>                                  | <b>Head of Finance (with delegated supervision to Principal Finance Officers)</b>                      |
| <b>Responsible for:</b>                             | <b>N/A</b>                                                                                             |
| <b>Location:</b>                                    | <b>Combination of office locations in Leek and Buxton and Agile working in line with business need</b> |
| <b>Work flexibly between various locations: Yes</b> |                                                                                                        |
| <b>Grade:</b>                                       | <b>AG2</b>                                                                                             |
| <b>Salary range:</b>                                | <b>SCP 5-9</b>                                                                                         |
| <b>Car driver:</b>                                  | <b>Yes</b>                                                                                             |
| <b>Essential/casual:</b>                            | <b>Casual</b>                                                                                          |

---

### **JOB PURPOSE**

This is a full-time permanent position as a Financial Technician within the finance team for both High Peak Borough Council (HPBC) & Staffordshire Moorlands District Council (SMDC) in the Alliance. This role will focus on Housing Rents at HPBC, and Utilities payments, Purchase Card transactions, and Council Tax and Business Rates reconciliations and support on sundry debtor income for both SMDC and HPBC. In time there could be opportunities to work across the Financial Technician team on creditor supplier payments and other duties.

### **JOB DUTIES**

Provide finance support to Housing rents collection and accounting including rent change letters, queries, arrears performance indicator and direct debt collections.

Manage Utilities invoices ensuring payments are made on time, accounts are managed, credits claimed and discrepancies identified and followed up.

Download payment card transactions, liaising with purchase card holders to obtain payment descriptions, ledger codes, VAT information, and invoice copies to post the transactions to the ledger.

Reconcile information from Finance systems to the Council Tax and Business Rates system.

Work within the Financial Technician team to provide finance support for sundry debtor income.

Uphold the spirit of the finance support service to other service areas enabling them in delivering council services directly to customers.

Observe the various timetables and priorities that are commonplace in the cyclical financial services environment.

Maintain high standards of checks and balances to ensure accurate transactions and sound controls of financial records.

Take pride in ownership of tasks completed, seeing through any issues arising to full resolution.

Support will be provided if there is a desire to study the Association of Accounting Technicians (AAT) qualifications at level 2, 3 or 4, though this is not a prerequisite of the role.

Other Financial Technician duties as directed from time to time by the Head of Finance could include supplier creditor payments, purchase order management, reconciliations or general ledger transactions, working collaboratively within the Finance Team to maintain the efficient and effective running of the service.

## **CORPORATE RESPONSIBILITIES**

Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.

Promote both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.

Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.

Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.

Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.

Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.

Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.

Consistently exhibit the behaviours required under the Alliance GROW values and code of conduct.

Be committed to safeguarding and promoting the welfare of children and young people/ vulnerable adults.

Carry out election duties as required.

## **JOB REQUIREMENTS**

|                         |                                                                 |
|-------------------------|-----------------------------------------------------------------|
| Transport Requirements  | Driving required for travel to Alliance locations               |
| Working Patterns        | Hours of work as agreed with the line manager                   |
| Working Conditions      | Office based and Agile working in accordance with business need |
| Resources Staff/Finance | n/a                                                             |
| Physical                | Working to planned priorities                                   |
| DBS                     | No                                                              |