

Job Description

Job Title: Finance Officer

POSCODE:

Grade: PCC GR11 / CCC P2

Overall purpose of the job

Reporting to the Finance & Contracts Manager, the Finance Officer is responsible for the monitoring of ITDS budgets and financial controls ensuring financial performance is in line with budget and sustainable in the long-term across both Cambridgeshire County and Peterborough City councils.

Main accountabilities

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1.	<p>Financial Management</p> <ul style="list-style-type: none"> Establish and agree processes for managing the budgets for the IT Service across both Councils To develop and implement strategies to further improve the clarity of budget management and monitoring for both revenue and capital budgets Be responsible for all cross charging against any budgets for services, councils and 3rd party providers Build and maintain strong relationships with financial teams across both councils and 3rd parties Be responsible for the verification of invoices received to ensure they correspond to relevant budgets and purchase orders for the relevant Council Provide cover for the raising and closing of purchase orders in each council's respective finance system
2.	<p>Budget Control</p> <ul style="list-style-type: none"> Clearly communicate outcomes of budget analysis to ITDS Management and Programme/Project Managers Contribute to the robust analysis of project budgets and departmental cross charging by providing robust financial analysis, forecasts and commentary to the senior management team and project/budget managers to ensure that their business/project decisions and development are properly informed by financial information. Prepare and monitor ITDS's budget through consultation with the Senior Management Team and Project Managers to ensure full probity, adherence to audit requirements and achievement of financial targets. Undertake full annual cycle activities including monthly budgetary control, providing reports and accurate forecasts to both ITDS and CCC & PCC Finance. Proactively seeking to maintain and improve financial controls and processes, ensuring the processes are fully documented, reviewed regularly and updated/communicated as appropriate.
3.	<p>Data Management</p> <ul style="list-style-type: none"> Prepare reports and manage data analysis for Senior Management Team on a regular basis, and adhoc as required to clearly demonstrate the current status of the finances of the combined IT Service. Manage the preparation and internal reporting of budgets to monitor and improve performance of the ITDS Service.

	<ul style="list-style-type: none"> • Contribute to reviews, to aid continuous improvement and to prepare information to enable informed strategic decisions to be made. • Challenge areas where the budget management or financial processes within the service are not optimal
4.	<p>Contract & Supplier Management Provide support for the Contracts Officer including but not limited to:</p> <ul style="list-style-type: none"> • Manage the distribution, recording, filing and archiving of fully executed contracts and amendments for both Councils. • Work with the Heads of Service & Managers to ensure that all contracts and SLAs for both Councils are aligned to business needs and budgets. • Review of inbound contracts, supplier terms and conditions and other legal documents providing advice on potential legal issues and risks.
5.	<p>IT Purchasing Provide support for the IT Purchasing Officer including but not limited to:</p> <ul style="list-style-type: none"> • Place and monitor customer orders and quotation requests within procurement and contract rules. • Updating and maintaining records of all orders, payments, and received stock.
6.	<p>Service Management</p> <ul style="list-style-type: none"> • Support the IT Finance and Contract Manager and other team members in areas of contract management and procurement to ensure that the team is able to provide a holistic and robust service to the ITDS Management team and the Councils
7.	Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
8.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs. Ensure that all activities are in full compliance with both CCC and legislative Health & Safety policies and guidance

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.