



## ROLE PROFILE

<b>Post Title:</b>	Finance Assistant	
<b>Grade:</b>	LC 4-5 (progression arrangements apply)	<b>JE: 1264</b>
<b>Location:</b>	Lancashire Constabulary Headquarters, Hutton	
<b>Responsible to:</b>	Management Accountant / Financial Accountant	
<b>Responsible for:</b>	NA	

### Job Purpose:

To assist the Management Accountant / Financial Accountant in preparation of financial management information in accordance with set deadlines.

### Key Responsibilities:

**This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.**

- To assist the Accountant in the completion of month end processes including reconciliations, accruals, prepayments, recharges and other transactions.
- To assist the Accountant in completing year-end processes in accordance with set timescales.
- To assist the Accountant in the preparation of budgets and forecasts, including ensuring the budget is entered correctly onto the financial information system in line with the agreed timetable.
- To assist in the maintenance of the financial information system, ensuring all amendments are actioned in an accurate and timely manner.
- To assist the accountant in the management of the contingent account including cash handling and banking.
- To assist in providing information for both internal and external audit purposes, and contribute to implementing audit recommendations.
- To assist in the preparation of both statutory and non-statutory returns.
- To maintain regular and effective relationships with budget holders and other colleagues providing financial advice and support when required.
- Accurate preparation of Accounts Receivable invoices, recording of Force income and chasing of aged debt.
- Demonstrate a strong personal commitment to delivering and achieving value for money,

whilst providing high quality service.

- To promote and comply with Lancashire Constabulary's obligations under the Equality Act 2010 and Health & Safety, both in the delivery of service and the treatment of others.
- Take responsibility for improving your performance by participating in the Continuous Professional Development (CPD) process with your manager.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post

### Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

#### **Resolute, compassionate and committed**

<b>Behaviour</b>	<b>Level</b>	<b>To be Identified by</b>
We are emotionally aware	1	Interview
We take ownership	1	Interview

#### **Inclusive, enabling and visionary leadership**

We are collaborative	1	Interview
We deliver, support and inspire	1	Interview

#### **Intelligent, creative and informed policing**

We analyse critically	1	Interview
We are innovative and open minded	1	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

<b>Values :</b>	
All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.	
<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

<b>Qualification</b>		
<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
Commitment to work towards and become fully qualified AAT within 4 years		Application Form / Interview
Evidence of Continuing Professional Development		Application Form / Interview
<b>Knowledge / Experience</b>		
Experience of management and financial accounting systems and procedures		Application Form / Interview
	Experience of ORACLE systems	Interview
Experience of maintaining accurate financial records and following financial business procedures		Application Form / Interview
Experience of reconciliations, variance analysis and preparing and monitoring of budgets to tight deadlines		Application Form / Assessment / Interview
Experience of analysing and interpreting numerical and verbal information		Application Form / Assessment / Interview
Experience of using Microsoft Software Applications including MS Office – Word, Excel, Outlook & PowerPoint.		Application Form / Interview
Experience of designing spreadsheets with pivot tables and lookup formulas for analysis and reporting		Application Form / Interview
Experience of communicating across a wide spectrum of people both individuals and in groups internally and externally		Application Form / Interview
Experience of working effectively as part of a team		Application Form / Interview
Promote and comply with our obligations under the Equality Act 2010, Data Protection and Health & safety legislation in the delivery of service and the treatment of others		Application Form / Interview
<b>Other</b>		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants

Demonstrates a flexible approach to working hours and practices		Interview
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Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deems appropriate.

**Date last updated: April 2019**

## **FINANCE ASSISTANT** **PROGRESSION ARRANGEMENTS**

**(The following arrangements are all subject to the needs of the post and not the post holder and can be superseded by management if there is a demonstrable link to CPD)**

**LC 4** On appointment, Part qualified AAT to Foundation level or ability to demonstrate experience in Accounts in the following areas:

experience of using financial accounting systems  
reconcile accounts  
recharge income and expenditure  
use Microsoft Office software applications

**LC 5** Fully Qualified AAT or equivalent (e.g. CIMA foundation) and to demonstrate 12 months experience of financial and management accounting systems and procedures at this level including:

- experience of using all functionality within financial accounting systems
- competence to produce financial accounting standard/non-standard documentation and management accounting reports.
- competence in forecasting, profiling and accurate production of budgets.
- guidance and support to budget holders on all financial issues
- experience of interpreting numerical information, policy and procedures
- experience of analysing and interpreting numerical and verbal information
- effective team working
- meeting deadlines and prioritising workload
- ability to improve efficiency within the section

Appointments can be made into the role at all levels providing that the progression criteria is met.

### **Note**

Assessable performance will be determined by the first line manager and evidence through CPD.

It is the post-holders responsibility to apply for progression arrangements by demonstrating that they have achieved the necessary competence under each of the criteria outlined in the progression arrangements.