

# Job Description

## Finance & Administration Officer

Role Profile	BCP Band E
Service/Team	Children's Commissioning – Commissioning and Contracts Finance Team
Reports to	Commissioning and Contracts Team Senior Finance Officer
Responsible for	N/A
Number of posts	2 Post numbers 109066 and 109067
Career Grade	N/A

### Job Overview

**My job improves the quality of life for the people of Bournemouth, Christchurch and Poole** by supporting Finance Officers to ensure providers of services for children are paid in line with both national and corporate regulations, resulting in timely payment to providers of services for children.

To provide administrative support to ensure accurate, efficient and timely payments for children's services are administered via a range of payment methods including bespoke children's payment systems, by liaising closely with internal colleagues and Service Providers. To provide support to finance colleagues in the areas of SEND, CHAD and Direct Payments.

### Key Responsibilities

- Support the administering of regular and ad hoc payments through bespoke finance systems.
- Investigate finance queries from internal colleagues and Service Providers in a professional and timely manner.
- Provide administrative support to the Senior Finance Officers and Direct Payments Support Officer, including maintaining databases and spreadsheets.

### Specific Qualifications and Experience

- A-level qualifications (or equivalent)
- Experience of explaining contractual and financial requirements in a clear manner to members of the public.
- Knowledge of generic financial regulations and payment terms.
- Ability to raise queries and follow through to outcome.

### Personal Qualities & Attributes

- Organised with a strong attention to detail.
- Diplomatic and able to deal effectively with potentially difficult situations including excellent customer service skills.
- Willingness to work flexibly and thrive in a pressured environment.

### Job Requirements

- Basic DBS check

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.