

Job Description

1. Job Details

Job title:	Finance Officer
Based at:	Sheffield
Reporting to:	Finance Manager
Responsible for:	No direct line reports

2. Job Purpose

To take responsibility for operational finance tasks involving foster carer payments, payment of sessional staff, customer invoicing, credit control, supplier payments, generation of accounts and budget reports.

To have day to day oversight of the invoicing system, bank reconciliations, mileage analysis, insurance renewals, carer death in service payments, responding to finance queries and emails and other tasks as required to ensure the efficient running of the finance department.

To take responsibility for the day to day running of the Finance department in the absence of the Finance Manager or for any Finance colleague as required.

Main Duties and responsibilities

- To take responsibility for the purchase ledger process including recording and payment of supplier invoices and reconciliation of supplier accounts
- To collate and process staff mileage and expenses claims.
- To collate and process sessional workers' claims.
- To collate and process foster carers' expense claims.
- To perform all bank reconciliations
- To take responsibility for the petty cash and company credit cards processes
- To support the finance manager with the foster carer payments process, the local authority billing process and the credit control process
- To produce financial reports for budget holders to support them in monitoring their budgets
- To cover certain key responsibilities of other finance team members during their absence
- To respond to queries that come into the finance inbox alongside the finance manager

Communication and Relationships

- To support the Finance Manager and Financial Controller to ensure excellent delivery of financial services.
- To contribute to meetings.

- To receive, process and communicate sensitive, complex information to a range of staff and appropriate partner organisations.
- To work with professional colleagues and to support them professionally in managing workloads and people.
- To develop and maintain effective working relationships with local authorities, partner agencies etc to deliver outstanding customer service.
- To represent the Agency in a professional and exemplary manner in all aspects of work.

Safeguarding Children and Young People

- To commit to safeguarding and promoting the welfare of children and young people and protecting them from risk of harm. The Agency recognises its responsibility to ensure safe and appropriate policies, working practices and systems are in place for all staff working with children and young people.
- To comply with Team Fostering's Safeguarding Policy and promote the safeguarding of children throughout their work.
- To undertake mandatory safeguarding training in relation to their work with children and young people.

Confidentiality

- To safeguard the confidentiality of information relating to staff, carers, children and young people at all times in accordance with agency policies and procedures.
- To ensure the appropriate storage and destruction of all data in relation to financial records

Health, Safety and Well- Being

- To comply with Health and Safety regulations and guidance in the course of employment.

Data Protection

- To comply with the Agency's policies and Data Protection Act in all aspects, with reference to the protection and use of personal data relating to carers and children and young people.
- To ensure all data in relation to finance is recorded accurately, timely, up to date and in a non-discriminatory manner.

Equality & Diversity

- To comply with the agency's equality and diversity policy and be able to demonstrate their commitment to the policy in all aspects of their work.
- To actively promote equality of opportunity and an anti-discriminatory service.



Ethos and Values

- To subscribe to the ethos and ethical values upheld by Team Fostering and demonstrate those values in own everyday work.

Additional Expectations

- The role will require work across all regions of the organisation as and when required.
- Some travel to the agency's other offices or central locations for team meetings will be required.
- Team Fostering does not allow smoking, including the use of e-cigarettes, in the workplace.
- The post is subject to an enhanced DBS check.
- Current full driving licence