

## Kent County Council

### Job Description: **Finance and Business Support Officer**

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| <b>Directorate:</b>    | <b>Growth, Environment and Transport</b>                                       |
| <b>Division:</b>       | <b>Growth and Communities</b>                                                  |
| <b>Location:</b>       | <b>Active Kent &amp; Medway, Worrall House, Kings Hill, West Malling, Kent</b> |
| <b>Grade:</b>          | <b>KSF</b>                                                                     |
| <b>Responsible to:</b> | <b>Governance and Operations Officer</b>                                       |

#### **Purpose of the Job:**

To provide efficient and accurate financial, HR and business support to the Active Kent and Medway team. Assisting organisational governance, compliance, and smooth day-to-day operations.

The role supports the delivery of financial processes, HR administration, and operational systems within a publicly funded, not-for-profit environment, ensuring effective use of resources and a positive employee experience.

#### **Main Duties and Responsibilities**

- Process and administer financial transactions, including purchase orders, invoices, expenses, payments and purchase card returns, in line with current and future organisational procedures.
- Maintain accurate financial records, support account reconciliation, monitor expenditure and update financial systems and spreadsheets to assist budget management.
- Support the preparation of budgets, financial reports and information to support the team and to ensure we meet both governance and external funding requirements.
- Ensure routine finance, procurement, audit, insurance, supplier, contract and compliance records are well maintained, with key deadlines and renewal dates monitored.
- Provide HR administration support for the team, including recruitment, onboarding, induction, payroll liaison, leave, sickness, DBS checks, training and learning records.
- Maintain accurate HR, operational and organisational records in line with GDPR, data protection, information governance and document retention requirements.
- Provide wider support to the team as required, including meeting coordination, minute taking, inbox management, routine internal queries and support with reports, presentations and internal documentation.

- Contribute to the usage of core organisational systems, trackers, folders and processes, supporting effective business support arrangements and continuous improvement.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: **Finance and Business Support Officer**

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|                                | <b>CRITERIA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Qualifications</b>          | NVQ 3 or equivalent (e.g. A-level) in relevant subjects such as business studies, accounts, finance or information technology. (Or demonstrable experience)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Experience</b>              | <ul style="list-style-type: none"><li>• Experience of providing administration support and creating and maintaining accurate records.</li><li>• Experience of using Oracle financial systems or equivalent (training will be given).</li><li>• Experience using a computerized accountancy package</li><li>• Experience of using a range of IT systems including Microsoft 365 applications, Smartsheet, Excel, Teams, SharePoint, Forms, to collate and analyse information and data.</li><li>• Experience of organising meetings, webinars and events</li><li>• Experience of delivering good customer service.</li><li>• Experience of financial administration, including processing transactions and supporting budget monitoring.</li><li>• Experience using financial systems and Microsoft Office</li><li>• Experience of using digital applications including Microsoft 365, Microsoft Forms, Power Automate and Power Bi to assist with collating and analysing information and data to contribute to the evaluation of projects and creation of reports.</li></ul> |
| <b>Skills and Abilities</b>    | <ul style="list-style-type: none"><li>• Excellent organisational skills and attention to detail.</li><li>• Excellent working knowledge of excel.</li><li>• Good written and verbal communication skills.</li><li>• Ability to prioritise workload to meet multiple deadlines.</li><li>• Ability to follow instructions and work independently.</li><li>• High level of accuracy and attention to detail, particularly when working with financial data.</li><li>• Strong organisational skills and ability to manage competing priorities.</li><li>• Clear communication skills, including the ability to explain financial information to non-financial colleagues.</li><li>• Ability to work independently and as part of a team.</li><li>• Proactive approach to problem-solving and continuous improvement.</li><li>• A commitment to safeguarding, equality, diversity and inclusion.</li><li>• A willingness to research, learn and share new IT skills.</li><li>• Keen to innovate and improve systems and processes.</li></ul>                                        |
| <b>Knowledge</b>               | <ul style="list-style-type: none"><li>• An understanding of Data Protection and information governance.</li><li>• Knowledge of analysing data to demonstrate impact.</li><li>• Awareness of financial controls, governance, and compliance requirements.</li><li>• Excellent working knowledge of Excel</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Values &amp; Behaviours</b> | <b>Kent Values:</b> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li><li>• We are <b>curious</b> to innovate and improve</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|  | <ul style="list-style-type: none"><li>• We are <b>compassionate</b>, understanding and respectful to all</li><li>• We are <b>strong together</b> by sharing knowledge</li><li>• We are all <b>responsible</b> for the difference we make</li></ul> |
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**Our values enable us to build a culture that is:**

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making