

Directorate: Adult Social Care and Health
Unit/Section: Public Health
Grade: KR7
Responsible to: Assistant Director for Integrated Commissioning

Purpose of the Job:

The post holder will be required to assist the Public Health Business and Grant Manager in providing a comprehensive, co-ordinated, and efficient finance support service to the Public Health Team. They will be required to take a proactive role in the day-to-day functioning of the finance team, including leading on finance-based processes and procedures as directed.

Main duties and responsibilities:

- Ensure that the mechanisms to pay providers runs smoothly, including raising requisitions, creating purchase orders, receipting services, and liaising with Cantium Accounts Payable in relation to Public Health invoices.
- Monitor and maintain the Public Health finance shared mailbox, ensuring that queries are dealt with effectively and in a timely manner. Ensure that organisation of the mailbox is kept up to date.
- Where appropriate, use technical accounting knowledge and/or experience to resolve queries (including those raised by internal and external stakeholders), taking a proactive approach to complex problem solving and ensuring issues are dealt with effectively and efficiently.
- Manage day to day responsibilities of the PH Billing Team, including escalating issues to the PH Business & Grant manager as required.
- Assist PH Business & Grant manager with monthly Budget monitoring, including keeping the Budget Monitor Decision Tracker up to date.
- Assist PH Business & Grant manager with CP duties, including monthly oracle reconciliations and open purchase order reports.
- Assist with the year-end final accounts process including reporting of financial information to the Public Health senior management team.
- Promote the use of existing financial processes and procedures across the Public Health. Lead an annual review of the processes/procedures to ensure these are up to date and in line with KCC Corporate Finance requirements. Ensure that

improvements are proactively identified and implemented as required and shared with staff.

- Keep up to date with relevant changes in legislation, financial standards etc that are relevant to the Finance Officer role.
- Ensure that key documents and any relevant backup data are filed and maintained in line with the Council's record retention policy, data protection and freedom of information protocols.
- Deputise for PH Business & Grant Manager as and when required.
- Provide financial support to the PH Team as required.

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.

Kent County Council

Person Specification: *Public Health Finance Officer*

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• GCSE or equivalent in Maths and English• NVQ level 3 or equivalent in a relevant field and/or relevant professional experience
EXPERIENCE	<ul style="list-style-type: none">• Previous experience of working within a finance function, using a range of financial systems• Experience of working as part of a team with a proven track record of strong organisational and time-management skills• Data input including the creation of purchase orders
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Good verbal and written communication skills• Ability to build rapport and trust with a diverse range of customers and stakeholders in a friendly, professional, and responsive manner• Good ICT skills, especially Microsoft Office including Excel• Good analytical and problem-solving skills• Ability to learn and use new financial systems• Ability to manipulate spreadsheets and data• Ability to prioritise own workload and to work to deadlines• Good level of accuracy, strong attention to detail, including the ability to spot errors• Able to work as part of a team• Self-motivated
KNOWLEDGE	<ul style="list-style-type: none">• Awareness of finance processes, basic accounting procedures and financial terms• Understanding of local government and public health• Understanding of the key elements in successful office administration• Awareness of Data Protection, Freedom of Information and transparency and confidentiality issues
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve

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| | <ul style="list-style-type: none">• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make |
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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