Role Profile

Role Profile Part 1			
Role title	Finance Assistant	**Grade/rank**	Scale 4
Dept/Area	Finance	**Vetting level**	RV
Responsible to	Finance Officer	**Staff line managed**	N/A
Reviewed by (Line Manager)	Kate Boynton	**Date**	01/10/2023
Purpose of Job	To be responsible for using various corporate systems to raise purchase orders for goods and services, and to provide other local finance provision across the Force area.		
Key Accountabilities	1. Use prescribed systems and procedures to process transactions. Apply and maintain controls necessary to ensure accurate and timely work according to the agreed service standards. 2. Use a range of computer systems to maintain, input, check and report on data and information. Systems include SAP, Microsoft Office applications and internal systems. 3. Collect, count and bank monies received within Hampshire & Isle of Wight Constabulary. 4. Control, manage and reconcile local petty cash account. 5. Act as point of contact for customer queries, answering telephone calls, email and responding to routine correspondence. Resolve queries, escalating appropriately where necessary. Customer contact should be friendly, understanding the particular implications of quality and service requirements. 6. Ensure the financial compliance of officers and staff by checking activity against prescribed levels of expenditure. Providing an education on existing and new policies and maintaining a positive working relationship with customers and colleagues. 7. Work as part of a team to coach colleagues, to help realise everyone's potential to maintain high standards and meet the business needs. 8. To maintain an awareness of corporate and departmental equalities and health and safety policies and procedures and apply them in the day to day job requirements. 9. Give regular and effective service. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role		

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	profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role. Staff may be required to work flexibly across the Finance team to balance workloads and manage the peaks and troughs of demand. The role holder may be required to visit various locations within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary. An initial 6 month probationary period will apply on appointment to the Finance Assistant role. All role holders will need to undergo and maintain management vetting in order to carry out the full duties of the role.

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Role Profile Part 2			
Education/Qualifications	Essential: • Educated to QCF Level 2 including Maths and English OR work experience deemed to have brought the post holder to a comparable level. Desirable: N/A		
Experience and Skills	Essential**:** • Excellent communication skills (written and verbal). • Excellent customer service skills. • Good IT skills, including working knowledge of Microsoft Office 365. • Works well in a team. • Organised and able to prioritise activities, often to tight deadlines. • Excellent attention to detail and commitment to achieve 'right first time'. • Good follow up skills to be able to achieve pragmatic solutions within defined procedures. Desirable: N/A		
Approved by People Services	Jayne Beddall	**Date**	1st October 2023

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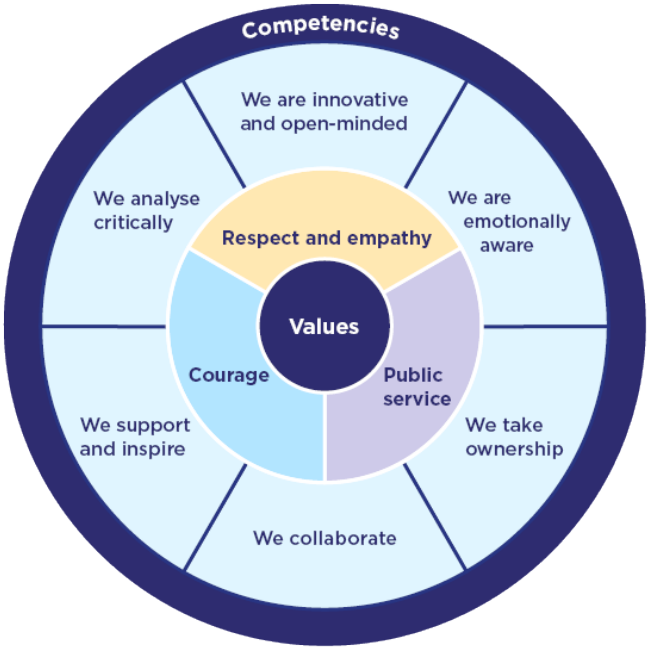
Role Profile Part 3			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	We are Emotionally Aware	Level 1	
	We Take Ownership	Level 1	
	We are collaborative	Level 1	
	We Support and Inspire	Level 1	
	We Analyse Critically	Level n/a	
	We are Innovative and Open Minded	Level n/a	
Underpinning Values	Courage		
	Respect and Empathy		
	Public Service		
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required		
Continuing Professional Development	Courses and Conferences should be attended to benefit professional learning and development.		