



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Finance Support Officer
Service	Resources and Assets
Team	Finance Support Team
Location	Shute End / Remote Working
Reports to	Senior Finance Support Officer
Worker Style	Hybrid - Remote working with attendance at Council offices as and when required
Responsible for	No direct responsibilities
Grade	5
Contract Type	Permanent, Full Time

Main Accountabilities	
1.	Complete transactional finance processes ensuring high accuracy and working to set deadlines. Examples include, but are not limited to, PT-X payments, Bankline admin, journals, raising payment vouchers, allocating payments in HeyCentric, processing cash, cheques and refunds, processing imprest and petty cash claims and credit checks.
2.	Complete advanced finance processes, seeking support from the Senior Finance Support Officers where required. Examples include, but are not limited to, Street damage claims, various housing tasks including rent refunds, write offs and maintaining the cash sheet and collating responses to Freedom of Information requests.
3.	Manage the procurement card process by submitting new card applications, arranging credit limit amendments, monitoring card purchases by reviewing receipts and coding, processing monthly journal, providing system training, escalating card misuse, cancelling cards and NatWest portal admin.
4.	Manage the Amazon Business Account by creating groups/users, adding budget managers and cost centres, providing access to colleagues, overseeing orders and processing the monthly invoice and journal.
5.	Effectively respond to queries received into our Business Services, Remittances and Procurement Cards mailboxes in a timely manner ensuring responses meet the needs of the customer and understand when to consult others and who to escalate complex queries to.
6.	Complete allocated closedown tasks at the end of financial year ensuring they are processed within the set deadlines. Consult the closedown timetable regularly to ensure tasks are on track and seek support if issues arise.





7.	Support teams across the Council with Finance training needs by knowledge sharing, providing 1:1 or team training and supporting colleagues to self-serve.
8.	Review team processes regularly to identify improvements or efficiencies. Share suggestions with Senior Finance Support Officers / Team Leaders and assist them with implementing changes. Ensure all processes have easy to follow procedure notes and are regularly reviewed and updated.
9.	Provide support to the Corporate Finance and Business Partnering teams and work alongside them to ensure the smooth running of daily operations and adherence to financial policies and procedures.
10.	Demonstrate effective use of a range of finance-related systems, such as BWO, Hey Centric and NatWest Bankline, to support the team's operational requirements.

Person Specification	Essential	Desirable
Education/Qualifications	Good standard of education, including excellent literacy and numeracy skills.	Attained or working towards a relevant professional Finance qualification.
Experience	Experience of administering processes to tight timescale and with high levels of accuracy. Experience of using good organisational skills with the ability to prioritise tasks.	Experience of using Excel spreadsheets to manipulate data (e.g. sorting/filtering, simple formulas, PIVOT tables). Experience of contributing to change particularly in relation to process improvement.
Skills/Knowledge	Good IT skills including Office software such as Microsoft Word, Outlook and Excel. Good written and verbal communication skills.	Good working knowledge of transactional finance processes such as purchase orders, invoices, journals and credit notes. Basic working knowledge of the legislative frameworks surrounding Finance.

Purpose Details	
Service Purpose	To provide an efficient and responsive finance support service to internal customers by understanding and meeting customer needs, resolving queries promptly, and sharing knowledge. The service also supports the wider Finance function by delivering timely and accurate financial processing in line with policies and deadlines, and by driving continuous improvement to help deliver the Council Plan and financial outcomes for residents, customers and clients.
Role Purpose	To deliver accurate and timely transactional finance processes within the Finance Support Team, ensuring the highest standards of data and process efficiency. The Finance Support Officer will take responsibility for core financial processes, proactively resolve queries, support internal customers, and share knowledge within the team. The postholder will also contribute to continuous improvement initiatives, uphold compliance with relevant policies and deadlines, and assist in meeting the financial and operational objectives of the Council.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.





Supervision and Relationships	
Supervision Received	Supervision received from the Senior Finance Support Officer.
Supervision Given	None
Contacts	The post holder will work closely with Finance Support Team colleagues, Corporate and Management Accountants, Purchase to Pay and Accounts Receivable as well as providing support to various colleagues across the Council such as budget managers.

Resources/Budget Management
N/A

Special Requirements
N/A

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N





WOKINGHAM
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Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Office / Home working

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	March 2026
Evaluated by:	HR Team

