

# Job Description



## 1 Job details

<b>Job title:</b>	Finance and Sustainable Performance Officer
<b>Team:</b>	Finance
<b>Directorate:</b>	Resources
<b>Post number:</b>	TBC
<b>Hours per week:</b>	37 hours
<b>Grade:</b>	Band 6
<b>Base:</b>	Lymington Town Hall
<b>Accountable to:</b>	Head of Resources (CFO)
<b>Responsible for:</b>	N/A
<b>Indirectly responsible for:</b>	N/A
<b>Budget Responsible Officer (BRO):</b>	No
<b>Car user:</b>	Casual
<b>Politically restricted:</b>	No
<b>Does this post involve working with children and/or vulnerable people?</b>	No
<b>Membership of professional body required:</b>	No
<b>Key liaisons:</b>	New Forest National Park Authority (NPA) staff, NPA members, New Forest District Council, South Downs National Park Authority, external suppliers and partner organisations

## 2 Role summary

- 2.1 To assist in the day to day operation of financial & performance systems and monitoring within the NPA. Provide basic financial information and support to budget holders. Using core numerical / analysis skills to calculate and interpret sustainability metrics from NPA operations. Be the first point of contact for officers raising procurement and performance queries, ensuring sustainability is at the forefront of decision-making.

## 3 Main duties and responsibilities

- 3.1 Act as the first point of contact to officers at all levels across the organisation and, where able, provide authoritative advice and guidance on the application of the Authority's Procurement Rules, Regulations and Contract Standing Orders, on matters such as; Quotation / tender process to be adopted through to the award of contracts; Preparation of contract specifications, invitations to

tender and contracts; Selection of appropriate approved contractors or suppliers; Interpretation of rules ; Application of waivers.

- 3.2 Maintain the library (paper and electronic) of standard procurement documentation and guidance available to procuring officers and all subsequent documents arising from any procurement. Promote the drive to reduce our impact from the goods/services that we purchase by making carbon neutrality and sustainability central to our procurement processes. Provide basic procurement training to new starters and existing employees as required.
- 3.3 Contribute to the ongoing performance of project management processes and implement improvement(s) as required. Provide basic performance (project management) training to new starters and existing employees as required.
- 3.4 To monitor and help the NPA to achieve 'Net Zero' emissions/impact target by 2030.
- 3.4 Provide financial information and support to budget holders (management accounts) and in particular to assist with the financial aspects of grant-funded projects e.g. grant claims. Assist in the maintenance and development of systems and procedures for the provision of accurate financial information including its retention within NPA policies.
- 3.5 To respond to enquiries and requests from officers, auditors, suppliers, other national parks, government etc.
- 3.6 Ensure that all financial aspects of the NPA's work accords to the Authority's Standing Orders, Financial Regulations, Audit requirements and other NPA policies and procedures.

#### **4 Problem solving**

- 4.1 Provide advice and solutions to requests covering a wide range of finance and performance topics raised by managers and staff throughout the NPA. The post holder is required to interpret information and use their analytical skills to recommend action(s) to follow to find a solution.
- 4.2 The role requires a high standard of customer service to both internal and external customers. The post holder may be required to liaise with New Forest District Council and South Downs National Park Authority on certain issues.
- 4.3 The role may require the post holder to respond independently to unanticipated problems and situations applying own initiative, with support from line manager and others for more serious problems.

#### **5 Decision making**

- 5.1 Give authoritative advice to services that will be relied upon by officers. It is therefore important that the post holder has a sound understanding of the rules, legislation and best practice to ensure the provision of consistent and reliable advice.
- 5.2 Apply judgment to solve occasionally complex problems and/or make procedural, financial or sustainable procurement recommendations, with support from line manager and others for more serious problems.
- 5.3 Advice and further guidance will always be available from the Head of Resources (CFO), Corporate Services Manager, Internal Audit, Legal Services and others for more complex issues which lie outside of the post holder's range of knowledge.

## **6 Operational responsibility**

- 6.1 Work with officers across all services and will have authority to issue advice and instructions on the application of internal financial and procurement rules/regulations.
- 6.2 Responsible for reporting on any weaknesses in the application of procedures or any breaches identified and recommending appropriate remedial action. Information handled will on occasions be extremely sensitive and should be treated as confidential.

## **7 Communication**

- 7.1 Communicate effectively with officers from all services across the organisation on a daily basis and deal with external contacts on a less frequent basis.  
80% Internal – employees and members  
20% External – other National Park Authorities, government bodies, suppliers.
- 7.2 This is a highly customer focused role so the post holder will be a confident communicator who is able to build rapport and gain trust, whilst being an adept listener who can quickly understand and respond to the needs of the customer.
- 7.3 Good numerical and writing skills will be required as the preparation of emails, claims and reports will be a regular feature of the role.

## **8 Working conditions**

- 8.1 This role will be office based, though any training undertaken has the potential to require travel.

## **9 General**

- 9.1 The post holder must at all times carry out his/her responsibilities with due regard to NPA policy and procedures.
- 9.2 All staff have a responsibility to participate in the NPA's Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

## **13 Job description agreement**

- 13.1 The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the service.

**Job holder's  
signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Manager's  
signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

# Person Specification

## Finance and Sustainable Performance Officer

Resources Team

Criteria	Essential	Desirable	Assessed by
<b>Education / qualifications</b>			
5 GCSE's (or equivalent) at Grade C and above (including Maths and English)	Y		A
Achieved or working towards a qualification by CCAB, the Association of Accounting Technicians (AAT) or Chartered Institute of Purchasing and Supply (CIPS) or be willing to do so	Y		A / I
<b>Experience</b>			
Demonstrable experience of working in a financial environment / team and with financial IT systems	Y		A / I
Experience of sustainable procurement principles, practices and systems		Y	A / I
Experience of project management principles, practices and systems		Y	A / I
<b>Knowledge</b>			
Strong knowledge of MS Excel, Word and Outlook	Y		A / I
A working knowledge of public sector finances and providing management accounting information	Y		A / I / T
A working knowledge and understanding of sustainable procurement procedures in the public sector		Y	A / I / T
A working knowledge and understanding of performance management procedures in the public sector		Y	A / I
<b>Skills</b>			
Proven ability to consistently meet agreed deadlines	Y		A / I
Ability to work innovatively, flexibly and fluidly across the organisation, giving mutual support and achieving corporate financial and procurement objectives	Y		A / I
Ability to communicate appropriately with all key stakeholders	Y		A / I
<b>Impact and attributes</b>			
Proven ability to deliver	Y		A / I
Organised, enthusiastic, flexible approach and ability to adapt	Y		A / I
High standards of professional ethics and personal conduct	Y		A / I

Evidence assessed by key: A = Application form  
I = Interview  
T = Testing / assessment