

Job Description

Job Title	Finance and Office Coordinator
Directorate	City Development
Service Area	Economic Strategy, Skills & Sustainability; Liverpool Film Office
Grade	Grade 4
Competency Level	1
Salary	£26,409 – £30,060
Job Type	Office Based
Location	Cunard Building
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	A9318

Job Purpose

To provide support to the Liverpool Film Office team, assisting with all financial and administrative duties and ensuring the efficient operation of the Liverpool Film Office service.

To be involved in other tasks and responsibilities as directed by the Head of Liverpool Film Office as business needs dictate.

Directly Responsible For:

Not applicable

Directly Responsible To:

Office Administrator

Main Areas of Responsibility:

- You will assist the Office Administrator in maintaining central control of the units financial transactions for all its cost centres
- Assist with recording all expenditure and income and maintaining systems in line with Liverpool City Council procurement methods & SAP procedures:
 - Raising invoices
 - Processing invoices
 - Following up non-payment of invoices
- You will process and maintain financial records in relation to:
 - Raising purchase orders
 - Limit orders
 - MISC payments
 - CHAPS payments
 - Retrospective orders
 - Tender exemptions
 - Scheme Codes
- You will liaise with the Central SAP AR Team, Payments Team & Procurement Sourcing Team to deal with any financial queries from both internal and external agencies
- You will assist with all administrative systems and office support to ensure the efficiency & effectiveness of the Liverpool Film Office. These systems include:
 - Staff leave, rotas

- ICT queries and support
- Management of stationary and equipment supplies
- Management of welfare provisions
- Statistical information/data for use in reports
- Upkeep / preparation of standard operational documents
- You will provide assistance with general mail & telephone enquiries
- You will act as minute taker at operational meetings when required
- You will support on events on an ad-hoc basis if demand dictates
- You will develop and implement administrative systems, such as record management, recording office expenditure and keeping a record of the service budget/cost centres, staff leave etc.
- You will assist and support the Marketing & Comms Manager with any administration & preparation of event documentation, marketing, press and media activity

Supervision and Management Responsibility:

- No supervision or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post is office based and it will involve sitting for long periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)



This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Detailed knowledge of budget processing to ensure accurate financial records are maintained (A/I)
- You will be proficient in IT to a high standard, able to use a standard suite of office software including Excel (A/I)

Desirable

- Knowledge of Liverpool City Council procurement methods, SAP system

Experience

Essential

- Direct experience of budget processing to ensure accurate financial records, financial procedures and VAT records are maintained and produced on request (A/I)
- Extensive administrative and office support experience working in a fast-paced environment (A/I)



Skills/Abilities

Essential

- Ability to produce a variety of financial reports on an ongoing basis (A/I/P)
- You will be extremely organised, self-motivated individual with excellent attention to detail (A/I)
- The ability to multitask in a high-pressure environment, sometimes working to tight deadlines and shifting priorities (A/I)
- Strong listening and communication skills both verbal & written (A/I/P)
- Produce management reports, analysing data and present findings (A/I/P)
- Ability to use your own initiative to problem solve, particularly during busy periods (A/I)

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- An enthusiastic, self-motivated, positive professional with an adaptable, flexible approach to work