

Finance Assistant

Full-time (37 Hours) – 1 x Permanent and 1 x 1 year temporary
Grade B1/B2 - £26,421 - £31,364 per annum

We are looking for an enthusiastic and highly motivated individual to join our busy Finance team. Working within the Finance Team, you will be required to perform a diverse range of tasks across the accounts payable, accounts receivable and Income Management functions. Other duties will include system reconciliation and providing general support to the Finance team.

This is an excellent opportunity for someone who wishes to benefit from a career in Local Government Finance and work within a modern and progressive local authority.

Job Requirements:

- 4 GCSEs including Mathematics and English (minimum Grade 4/C or equivalent)
- Familiarity with standard Microsoft Office software packages
- Skill and aptitude for **Problem Solving**
- Previous experience of working within in a similar environment is preferred however full training will be given.

Key Responsibilities:

- The ability to maintain all financial systems, ensuring these systems are accurate, up-to-date and in line with current legislation, regulations, policies and procedures
- The ability to analyse complex financial information in order to accurately complete the required reconciliations of systems
- The ability to record and resolve all internal and external customer and stakeholder queries that relate to Creditors and Debtors, Income Management and Ordering

Key Attributes:

- Ability to communicate clearly through multiple channels with a range of customers.
- Ability to work on your own and as part of a team.
- Highly organised, confident and conscientious person
- Be creative with good attention to detail

You will be required to apply a high level of attention to detail when carrying out this role to support the delivery of financial services at an operational level. If you feel you have what it takes, this could be the role for you.

If you would like an informal chat about this post, please call
Joanne Mantle – Finance Support Team Leader on 01529 308271

**To complete an application form and further details,
please visit our website www.n-kesteven.gov.uk**

The closing date for all applications is **10 December 2023**
The interview date will be **18 December 2023**



North Kesteven
DISTRICT COUNCIL

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Flexible Working

Depending on the needs of your role, we will consider requests for flexible and /or part-time working for whatever reason you should need it. We recognize flexible working will not look the same for everyone, because it depends on the nature of the role and the needs of the individual.

Types of flexibility could include:

- Less than 37 hours per week
- Off-site/remote working – working from home for part or all the week.
- Staggered hours having different start and finish times.
- Set shift patterns to allow for predictability.

Mandatory Job requirements

Does this job require:

| | |
|--------------------------|-----|
| Enhanced DBS Check | No |
| Standard DBS Check | Yes |
| Basic DBS Check | No |
| Driving licence | No |
| A car available for work | No |



North Kesteven
DISTRICT COUNCIL

Why join North Kesteven District Council?



Shortlisted for the local government sector's biggest accolades and recognised for our strength, stability and supportive working environment, North Kesteven District Council **is going places**.

Successful Partnerships



With a scale of ambition and achievement that belies our size, North Kesteven is widely recognised as **an effective, positive, and well-respected partner** that is future focused in regard to both the communities we serve and the colleagues who work at NKDC collaborating in successful outcomes.

Awards



- Local Authority of the Year finalist in the MJ Awards 2022
- Council of the Year finalist in the LGC Awards 2022
- Chief Executive of the Year finalist in the MJ Awards 2022
- Investors in People Gold Accreditation 2021
- Investors in People – Health and Wellbeing Gold Accreditation 2022
- Active Lincolnshire's Workplace Wellbeing Award Winner 2021 & 2018
- Colleague motivated by Council wellbeing offer awarded for Active Change and as Active Champion 2021 by Active Lincolnshire
- Campaign of the Year finalist in LGC Awards 2021 for communications partnership work

Commitment to Net Zero



Accelerating bold climate action aspirations, building homes at pace and to high-levels of energy-efficiency, growing capacity and confidence in the local economy, enhancing the local environment, delivering excellent services in ways that customers want them and investing heavily in advancing a District of Flourishing Communities, we draw on the talents of everyone with the team in achieving meaningful progress. With a direct thread linking every colleague's individual action directly to our overarching vision and purpose, it is as important to us that everyone sees how they contribute to and connect with our climate aspirations, as much as to our overall service delivery plans and personal wellbeing commitments

Your Wellbeing



Your wellbeing is as important to us as it is to you; with an agile working preference to facilitate a positive work-life balance, dedicated and award-winning provision of paid wellbeing time, discounted leisure access, generous healthcare and pension arrangements and a supportive culture that is championed throughout the organisation and recognised by public-sector leaders as a 'key priority' for us.

The Benefits

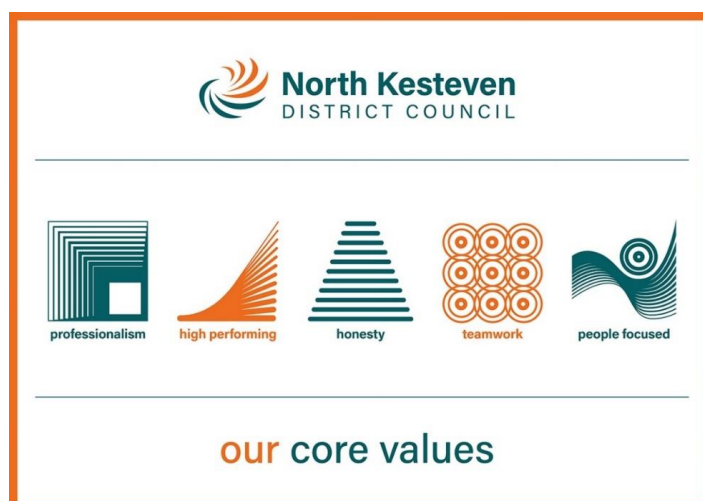
At North Kesteven, we pride ourselves on our benefits package. Colleagues existing benefits cover:



- Local Government Pension Scheme
- Enhanced holiday pay, increasing with time served
- Dedicated counselling services
- Free eye tests and vouchers for glasses for DSE use
- A suite of fitness programmes and wellbeing time
- Healthcare cash plan
- Cycle to Work Scheme
- Discount schemes
- Hybrid working



We know that we are only as good as the people that make us. We are proud of the many conscientious, committed, dedicated and determined individuals who collectively collaborate in shaping excellent, effective and efficient enhancements in the lives, fortunes and opportunities of our customers and our communities. But we're short of one person, specific to this role. If you feel it's you, please let us know how you can contribute and add something more to both what we do and what you do.



To get a sense of what we're planning over the coming years, see:

www.n-kesteven.gov.uk/NKplan

To explore what external industry assessors say about us, see:

www.n-kesteven.gov.uk/CPC2021

To share our longer-term 2030 vision, see:

www.n-kesteven.gov.uk/ourcommunitystrategy

To understand our climate approach, see:

www.n-kesteven.gov.uk/climateaction

To be informed on our strong financial position, see the finance plan at:

www.n-kesteven.gov.uk/NKplan