

## **Job Description**

<b>DIRECTORATE:</b>	Chief Executive
<b>DEPARTMENT:</b>	Finance, Performance & Change / Finance / Chief Accountant
<b>POST:</b>	Senior Cash Control Assistant
<b>GRADE OF POST:</b>	GR05
<b>RESPONSIBLE TO:</b>	Accountant – Banking & VAT

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### **JOB PURPOSE:**

To support Cashier banking staff and e-returns users as well as ensuring the effective and timely receipt of income, in order to provide assurance to other Finance Officers in providing statutory and professional financial services within the Council.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

Actively support Finance Officers by:

- Supporting cashier banking staff and e-return users with their banking/system queries.
- Investigating under/over banking of cashiers/e-return users and advise colleagues of correction procedures.
- Covering banking function for other departments when key cashier staff absent.
- Undertaking cash control duties including analysis, processing and balancing.
- Undertaking morning and evening bank reconciliations in the absence of Finance Assistant.
- Costing of transactions in the cash receipting system for all monies coming in and out of the main bank accounts.
- Taking telephone payments and allocating them on the cash receipting system and resolving payment queries from other Department.
- Issuing of controlled stationery (receipt books and remittance pads).
- Assisting with the Closing of Accounts.
- Updating spreadsheets for funds received from Welsh Government and other public bodies to facilitate the completion of the “Whole of Government Accounts” statistical return and provide information to Grant Co-ordinator.
- Providing training on cashier banking and e-returns as and when required.
- Testing of cash management system upgrades and new processes/functionality.

- Undertaking various office and administrative duties as required by senior officers e.g. photocopying, scanning, filing, sorting income statements and invoices.
- Supporting completion of workload to ensure deadlines are met.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **Criminal Records Check**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

**Person Specification**  
**Senior Cash Control Assistant**

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• QCF (NVQ) Level 2, or equivalent in a related field or able to demonstrate competence through experience.</li> </ul>	Yes	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of financial systems, and experience in the use of Microsoft Word and Excel.</li> <li>• Experience of working in a Finance office environment.</li> <li>• Good knowledge of administrative processes and systems.</li> <li>• Experience of performing cash reconciliations.</li> </ul>	Yes	Interview, application form, and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Highly numerate and accurate with an eye for detail.</li> <li>• Excellent ICT skills with some knowledge of financial systems, Microsoft Word and Excel.</li> <li>• Ability to work to tight deadlines and achieve targets.</li> <li>• Adaptable to change.</li> <li>• Excellent Team Player.</li> <li>• Ability to communicate clearly and effectively with excellent customer care skills.</li> <li>• Organised with the ability to prioritise workloads.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.