JOB DESCRIPTION

Ref No:	FD007
Job Title:	Financial Officer
Department:	Finance
Division/Section:	Finance
Reports To:	Accountant
Grade:	AP4/D
Date:	11/11/2026

Job Purpose:

The post holder will work as part of the Finance team to provide a quality accounting service to SPT. Working with the Accountant in all aspects of accountancy, budgetary control and in providing direct financial support and advice to service departments.

Main Responsibilities and Duties:

1. Responsible to the Accountant for on-going accounting support to SPT and SCTS.
2. Assist in the delivery of a sound and effective capital and revenue budgeting and monitoring system.
3. Assist in the production of financial data for the annual accounts.
4. Assist in the annual production of 3 year annual budgets and budget book.
5. Assist in the development and implementation of financial systems and controls.
6. Assist in the completion of financial statistical returns and grant claims.
7. Assist in the processing of SCTS and Zonecard reimbursement.
8. Assist in the delivery of treasury management arrangements including loan charge
9. accounting, capital accounting and depreciation and corporate banking.
10. Assist in the provision of financial advice.
11. Deputise for the Accountant and/or the Financial Officer (Payroll) as required.

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General Duties:

Employees are expected to read the Corporate Safety Policy Statement and take all necessary steps to comply with all of SPT's statutory Health and Safety duties. It is a condition of employment that the employee works safely, having regard to themselves and those around them. The potential implications of non-compliance can be serious.

Employees are expected to work collaboratively with colleagues to ensure effective teamwork and the best possible customer service.

Employees must actively participate in required training including refresher training.

Employees are expected to undertake any reasonable management request.