

## **Job Profile - Finance and Business Development Officer**

**Job Title: Finance and Business Development Officer**

**Job Grade: Level 3, Zone 2**

**Salary Range: £34,629 - £40,171**

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. The role is to provide high quality administrative and financial support to the service of HM Coroner for Inner North London, serving the London Boroughs of Camden, Islington, Hackney and Tower Hamlets.

### **About the role**

The post holder must be committed to delivering a service of excellence in a busy and demanding environment with competing demands and priorities, working flexibly to meet individual and service objectives. The post holder must have the ability to prioritise and manage.

### **About you**

- Oversee the transactional procedures between the relevant consortium boroughs to ensure the effective delivery of the Inner North London Coroners Service.
- Liaise with a wide range of internal and external partners to develop initiatives designed to support continued service delivery – as directed by the Bereavement Services Manager
- Liaise extensively with the relevant bereavement services and internal audit/compliance service to ensure best practice-based compliance with the regulatory framework in respect of both the Inner North London Coroners Service and the Camden Council Public Mortuary
- Monitor the relevant accounting systems and support the development of the required monthly/quarterly budget forecasts as directed by the Bereavement Services Manager
- Take a pro-active approach towards resolving finance and compliance related issues, ensuring a best practice-based approach towards the development of the relevant systems, procedures and protocols
- Liaise with contracted services, commissioned professionals and volunteers to ensure the effective operational delivery of the relevant Bereavement Services – as directed by the Bereavement Services Manager
- Arrange quarterly financial recharges and deal with financial queries from the other boroughs in the Inner North London area.
- Complete the relevant annual financial management audit processes as directed by the Bereavement Services Manager

- Deal with enquiries from members of the public and from other staff in the London Consortium, including responding to requests for information held in Court registers or London Metropolitan Archives (Disclosure requests).
- Identify and implement improvements to the service, including aligning processes for payment/authorisation of invoices with other Camden procedures.
- Review the relevant bereavement services business continuity plans and take part in the relevant emergency management reviews/exercises as directed by the Bereavement Services Manager
- Provide a customer focused service: provide advice, assistance and guidance to internal and external customers, suppliers and agencies, taking responsibility for resolving queries and progressing issues to a successful outcome.
- Be self-directing and to take responsibility for their own learning and development and be confident to identify opportunities for innovation to improve the service in terms of creating and improving policies and procedures.

### **Technical Knowledge and Experience**

Essential to perform as a team player

Experience of working in an office environment

Excellent personal and office organisational skills

Excellent customer care skills

Excellent oral, written and numeracy skills

Excellent skills in excel and data entry

Excellent attention to detail

Excellent client/customer service

Ability to keep clear and accurate records

Ability to manage confidential and sensitive information securely and to work within data protection guidelines

Ability to use management information systems

Ability to process financial transactions accurately

Ability to take responsibility for ensuring accuracy of own work and prioritise work effectively within tight deadlines

Awareness of politically sensitive issues

### **Work Environment:**

5 SP

### **People Management Responsibilities:**

None

**Relationships:** The post holder reports to the Bereavement service team leader

To be effective in the engagement and communication with key stakeholders, including but not restricted to:

- HM Senior Coroner for the Inner North London Area
- Coroner's Officers
- Cabinet members and ward councillors
- Directorates and services across the Council
- Mortuary service
- Pathologists
- Funeral Directors
- Government departments and other local authorities
- Government agencies
- Police
- Human tissue authority

### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

### **Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for more information on our commitment.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes adjusting or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,