



Falkland Islands Government – Job Description

Job Title:	Finance Office Supervisor		
Department:	Health & Social Services	Section:	Administration
Reports to:	Hospital Manager		
Grade:	Falkland Islands Government Grade – E1	Job Code:	201FC1

Job Purpose

To provide effective and accurate financial forecasting, analysis and monitoring support to the Directorate of Health and Social Services. The post holder will be required to liaise with relevant staff in other Government Departments, especially the Treasury, to ensure the efficient processing and monitoring of all financial data, in accordance with financial instructions and auditing requirements.

Main Accountabilities:

1. Budget Preparation:
 - provide data for budget preparation including provision and use of statistics
2. Budget Management:
 - using the Dynamics package, maintain, process and prepare budget data
 - monitor commitments and spend against profile and report potential variances
 - prepare monthly budget management reports for budget managers
3. Financial Record Keeping:
 - maintain accurate financial records of revenue and expenditure, ensuring consistency with Treasury systems
4. Financial Processing:
 - prepare/process payment vouchers, virements, monthly debtors reports and ensure prompt payment of invoices.
5. To ensure the preparation of all payroll requirements in a timely manner in line with HR guidelines and the Management Code.
6. To provide training, advice and support to departmental staff on financial matters, use of systems and compliance with financial instructions.
7. To undertake other clerical and administrative duties as and when required, including maintenance of filing systems and minute taking, ensuring compliance with Access to Information requirements

To support the managers in liaising with customers and external clients on financially related issues.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.



Falkland Islands Government – Job Description

Additional Information:

The postholder is the link person for financial matters within Health and Social Services with line management responsibility for the other finance staff in the department.

The work requires a high volume of complex data inputting and tracking, which must be done to support financial deadlines and delivered in a timely, consistent, and accurate manner.

Flexible working may be required on occasions to meet deadlines.

Criminal Record Checks - This post is regarded as a sensitive post

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



Falkland Islands Government – Job Description

Person Specification:	Finance Office Supervisor		
Criteria	Essential	Desirable	Assessment Method
Qualifications and Training			
GCSE at Grade C or above in Maths and English (or equivalent)	✓		A/I
Further education/training in administration or finance	✓		A/I
ECDL		✓	A/I
Accountancy Qualification		✓	A/I
Knowledge, Skills and Experience:			
A minimum of 5 years' experience in finance or accountancy.	✓		A/I
Experience of working with Dynamics or other financial management system	✓		A/I
Proficient in the use of MS Office especially Word and Excel and Access	✓		A/I
Knowledge and experience of FIG administrative and Financial Regulations including 'Access to Information' legislation	✓		A/I
Accurate data input and report writing skills	✓		A/I
An organised approach to meeting deadlines and prioritising conflicting demands	✓		A/I
Able to scrutinise and accurately analyse data	✓		A/I
Knowledge of budget building and year-end processes	✓		A/I
The postholder must have a mature approach and the ability to communicate with people at all levels, including members of the public	✓		A/I
Good customer service skills	✓		A/I/R
Ability to extract relevant monitoring data		✓	A/I



Falkland Islands Government – Job Description

Person Specification:	Finance Office Supervisor (continued)		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes:			
Methodical and well organised with the ability to work without close supervision	✓		A/I
Effective of working well with a team as well as working autonomously	✓		A/I
Ability to prioritise and multi-task effectively	✓		A/I/R
Ability to adhere to strict rules of confidentiality	✓		A/I
High standard of attention to detail	✓		A/I/R
Be a of a calm resilient nature	✓		A/I/R
Ability to cope well under pressure	✓		A/I/R

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference