

# Finance & Compliance Assistant

## Grade 4

### Our Vision

An innovative, ambitious, and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth.
- Live in thriving and sustainable communities
- Be healthier and more independent for longer.

### Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens.
- Courageous – We recognise our challenges and are prepared to make courageous decisions.
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### About the Service

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the County Council's Economy,

Infrastructure and Skills Directorate (EIS). The vision for EIS is to help Staffordshire's economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

### **Service Purpose:**

Skills & Employability purpose is to improve people's lives through learning and training, leading to employment and/or increased personal fulfilment, supporting the growth of Staffordshire's economy and society:

- Ensuring provision of a wide range of high-quality learning opportunities to reflect identified local needs and wishes of Staffordshire's '16+' residents, by enabling provider partnerships and through direct delivery.
- Providing support, with a focus on targeted groups, to improve participation in learning across Staffordshire.
- Ensuring provision of work-related experience and advice to increase the employability of targeted groups and/or individuals.
- Working with providers and partners to ensure that Staffordshire's social, employment and economic skills demands are met.

### **Reporting Relationships**

**Responsible to:** Finance & Compliance Manager

**Responsible for:** None

### **Key Accountabilities:**

1. Undertake a wide range of financial transactions including placing orders, goods receipting, ensuring the accurate and prompt payment of invoices and the maintenance of associated accurate records in accordance with the County Council's Finance and Procurement regulations.
2. Support the Service to ensure accurate records of learner data are kept on various ICT systems, including inputting, verification, and validation of

data from various sources and liaising with the Service's Contract & Quality Managers and External Training Providers to resolve queries.

3. Liaise with Contract & Quality Managers and other staff as appropriate, to support effective contract monitoring by providing administration support including production of reports, the tracking and chasing of documentation, providing effective contributions at Provider meetings.
4. Assist the Finance & Compliance Manager with contract management, by providing administration support, including maintenance of the contract register, issuing of contract variations, carrying out compliance checks. Ensuring all documentation is signed by all parties in a timely and accurate manner, and in accordance with County Council's Procurement regulations and conditions of grant funding as appropriate.
5. Responsible for the maintenance and monitoring of all records, paper and electronic (including uploaded files to SharePoint), ensuring the appropriate retention schedules are adhered to and documents are archived accordingly in accordance with the Records Management Policy.
6. Provide support, advice, guidance, and training in respect of financial, compliance, and administration procedures to staff within the Service, and also external Training Providers. Including Provider induction training and the production of user manuals.
7. Holder of business card in order to make purchases on behalf of the Service team and keep records of expenditure in line with Financial Regulations.
8. Contribute to the development of new procedures and processes to improve the efficiency and effectiveness of the service. Including an annual review of existing documentation and tracking sheets prior to the commencement of each academic year.

9. Undertake such other general administration duties for the Service, as may be allocated from time to time, in accordance with the general nature and grading of the post.

This post is designated as a casual car user.

### **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

#### **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

#### **People Management**

Engaging with People Management policies and processes

#### **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

#### **Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

#### **Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

#### **Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

<b>Minimum Criteria for Two Ticks *</b>	<b>Criteria</b>	<b>Measured by</b>
	<b>Qualifications/Professional Membership</b> <ul style="list-style-type: none"> <li>• NVQ Level 2 in Business Administration and Finance or equivalent level of qualification or experience</li> <li>• IT Qualification equivalent to ECDL or demonstrable experience in the use of Excel</li> </ul>	A/I A/I
	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Demonstrable experience of office procedures with emphasis on financial duties</li> <li>• Experience and understanding of budgetary monitoring and control.</li> <li>• Understanding and experience in the use of and application of information / finances systems, procedures and policies</li> <li>• Experience in managing personal workload to establish priorities and meet deadlines.</li> </ul>	A/I A/I A/I A/I A/I
	<b>Skills</b> <ul style="list-style-type: none"> <li>• Effective interpersonal skills: with the ability to work effectively with internal and external colleagues</li> <li>• Effective listening, verbal and written communication skills with colleagues and across services.</li> <li>• Effective problem-solving skills (in order to respond independently to unexpected situations)</li> <li>• The ability to work without direct supervision.</li> </ul>	A/I A/I A/I A/I

 If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300

