External Reporting Officer

Grade 8

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

The Finance Directorate provides a range of services to the county council with the aim of providing strategic financial advice, securing stewardship, supporting effective decision making and enabling effective financial management.

The Corporate Finance Service is responsible for ensuring that the organisation is safe and financially viable; and that resources are used appropriately.

Reporting Relationships

Responsible to: External Reporting Manager

Key Accountabilities:

1. Responsible for gathering and recording evidence of outcomes for grant claims to ensure that appropriate income is available to meet corporate outcomes
2. Responsible for production of financial statements and other financial information to support grant claims
3. Ensure that spending allocated to funding claims meets the criteria for the relevant grants and refer discrepancies to the External Reports Manager
4. Responsible for preparing statutory information/statistical financial returns for Government and other statutory bodies in accordance with regulatory frameworks
5. Work with and challenge others professionals to ensure that required evidence is available and accurate in a timely manner to avoid duplication of effort
6. Interpret and respond to queries relating to grant statements, using detailed specific knowledge of the relevant service and regulations
7. Provide advice to budget holders on the regulations and outcome returns required for specific grants.
8. Liaise with budget holders and Finance Partners to resolve simple queries in relation to statutory returns.
9. Calculate school formula allocations and prepare a report for approval of these
10. Create data systems as required to record evidence and monitor grant claims
11. Undertake other appropriate duties as directed

**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

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * AAT member, or appropriate Level 3 qualification (or equivalent experience) | A/I/T |
| **employer_small** | **Knowledge and Experience**   * Two years’ experience working in financial services. * Sound knowledge of relevant financial systems, especially Integra. * Experience of processing transactions in the Authority’s financial system (or similar). * Experience of producing financial statements and other financial information. * Experience of gathering and verifying data for grant funding returns. * Knowledge of the purpose and regulations relating to specific Local Authority statutory returns. * Knowledge of specific grant requirements and how these are met in a particular service area | A/I/T |
| **employer_small** | **Skills**   * Good numeracy and literacy skills. * Demonstrate effective use of spreadsheets and word processing skills. * Demonstrate ability to retrieve and manipulate financial information for the production of statistics and reports * Able to work within clear frameworks of processes and procedures, adhering to financial regulations * Excellent interpersonal and communication skills * Able to communicate with colleagues across disciplines. * Able to challenge and support colleagues appropriately to gather missing information and maintain financial processes. * Attention to detail in monitoring quality of records and reports. * Able to work effectively in a team. * Able to work flexibly and creatively to meet changing priorities.   This post is designated as a casual car user | A/I/T |

**employer_small** 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