

## Accountant Data Integrity - HR

### Grade 11

#### **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 the people of Staffordshire
- 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 Accountancy Division:*** 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

***Accounting Services:*** is responsible for enabling insight and stewardship through provision of complete and reliable financial information.

## About the Role

### Reporting Relationships

**Responsible to:** Accounting Services Manager

**Responsible for:** Reporting Officer, Data Integrity Officers and Administrators

### Key Accountabilities:

1. Manage a small team of officers including co-ordination of work plans; monitoring performance and finding solutions to problems.
2. Accountable to the Accounting Services Manager for the quality of payroll records held and reports provided by this service, ensuring accuracy and efficiency of service to other teams.
3. Ensure that analysis of data provided by the Accounting & HR service is timely, fit for purpose and has been appropriately applied.
4. Ensure that the organisation's accounting & HR systems reflect the client requirements for financial information.
5. Identify potential areas of fraud arising from lack of control within the accounting and HR systems and grade the risk.
6. Recommend potential improvements to the Accounting & HR systems, considering their impact on the operation of the organisation, with a clear rationale including an explanation of any assumptions made.

7. Control of data output from payroll accounts.
8. Responsible for the maintenance of workflow processes, system standing data and control arrangements to provide for accurate payroll records
9. Responsible for the development of system reports appropriate to the authority's business need
10. Responsible for the testing and control of financial & HR system patching and upgrades
11. Provision of accurate, appropriate and relevant information from the authority's legacy financial and HR systems.
12. Undertake other duties appropriate to this role 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

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>Membership of a CCAB body, preferably CIPFA or relevant experience.</li> </ul>	A/I
	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Two years post qualifying experience working in Financial Management.</li> <li>Experience of managing or supervising staff, including prioritising objectives, and monitoring outcomes.</li> <li>Experience of providing quality assurance in a financial and/or payroll function.</li> <li>Experience of using and interrogating financial &amp; HR systems to produce high quality data reports.</li> <li>Demonstrate an understanding of the local authority financial environment.</li> <li>Demonstrate proficient use of spreadsheets and Office 365.</li> <li>Knowledge of local government financial regulations and accountancy standards.</li> <li>Sound knowledge of a range of financial &amp; HR systems.</li> <li>Experience of supporting, creation and maintenance of a service with the reputation for quality and excellence.</li> </ul>	A/I/T
	<b>Skills</b> <ul style="list-style-type: none"> <li>Able to supervise staff i.e. develop work plans, prioritise work and monitor outcomes.</li> <li>Ability to lead and motivate a small team of colleagues.</li> <li>Proficient understanding of financial and HR systems to enable retrieval and manipulation of information for the production of statistics and reports.</li> <li>Ability to provide first level analysis of data including trend and variance analysis, ratios and benchmarking.</li> <li>Ability to analyse the organisational requirements for financial &amp; HR reporting systems and evaluate options.</li> <li>Ability to identify potential areas of fraud in systems and grade risks.</li> <li>Proficient use of spreadsheets and Office 365 and system tools for the production of reports.</li> <li>Personal commitment to the development of high standards of service.</li> </ul>	A/I/T



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