

Job title: Finance and Performance Officer -Growth Hub
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

Economy Infrastructure & Skills, Business & Enterprise

The Business and Enterprise Service of Staffordshire County Council sets the strategy and direction and creates the conditions for growth in Staffordshire's £18 billion diverse economy.

The Business and Enterprise team oversees a broad range of services along with other parts of the County Council's Economy, Infrastructure and Skills Directorate including:

- The management of the Stoke on Trent & Staffordshire Growth Hub
- Funding advice and wider support to encourage new business start-ups, innovation, growth and opportunities for a more sustainable economy
- Setting the direction and vision of our visitor economy on behalf of the Staffordshire Destination Management Partnership
- Planning Policy and Regulation work to shape the direction of future growth in Staffordshire and the management and safe operation of our minerals and waste resources
- Physical Regeneration Projects revitalising Staffordshire's communities and creating the conditions for growth for Staffordshire's businesses and investment support activities to encourage new investors and facilitate local businesses to grow
- A County Farms service offering tenant farm opportunities for new entrants to the farming sector or for those looking to expand their current businesses

About the Role

This post will be placed within the Funding, Business & Enterprise team and will be responsible for providing financial and other support to the Growth Hub Manager and the Programme and Funding Manager for the delivery of schemes within the Funding, Business and Enterprise team.

Reporting Relationships

Responsible to: Programme & Funding Manager

Responsible for: N/A

Key Accountabilities:

70000052/G08/CAS

To provide principal financial and project management support to the Growth Hub Manager and Programme & Funding Manager with all aspects of the day-to-day management, co-ordination and financial control associated with the delivery of the Growth Hub and general business support activities supporting economic growth across Staffordshire. This post will be responsible for:

1. Supporting the financial control, quarterly reports and reporting of the Growth Hub and wider business support programmes
2. Ensuring compliance with programme qualification guidelines through the preparation and undertaking of applicant checks
3. Carrying out project appraisals, checking evidence, financial reporting, evaluations etc., to ensure outputs, outcomes and financial profiles are met in accordance with profiles.
4. Participating in panel meetings and events promoting business support opportunities.
5. Inputting and analysis of data from the CRM platform, Grantfinder and other data capture platforms.
6. Establishing, maintaining and enhancing links with District and Borough partners' and other stakeholder funding and support activities to build relationships, share information and best practice.
7. Maintaining budgets for the various business support schemes including via the My Finance system & raising purchase orders, invoices etc to ensure timely repayments and payments.
8. Provide advice and guidance to potential project applicants and clients regarding Growth Hub services and other schemes within the business area.
9. Undertake such other duties as may be appropriate from time to time in accordance with the experience, training, knowledge and grading of the postholder.
10. To be aware of and observe County Council and departmental policies, regulations and procedures, in relation to all activities of the directorate, including health and safety responsibilities contained within the departmental health and safety document.

This post is designated as a casual

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
	Qualifications/Professional membership <ul style="list-style-type: none"> • Appropriate degree or equivalent or other relevant experience 	A/I
	Knowledge and Experience <ul style="list-style-type: none"> • Extensive knowledge of established regeneration activities and appropriate sources of external funding • Extensive knowledge and experience of monitoring budgets and audit procedures • Experience in working with external bodies e.g. District Councils or Local Partnership Groups, Government Departments etc. • Experience in participating in local partnerships to secure funding • Experience of project development and working with multi-disciplinary teams • Knowledge of external funding and public sector administration systems 	A/I A/I A/I A/I A/I A/I
	Skills <ul style="list-style-type: none"> • Information technology literacy • Financial reporting, experience and ability to navigate finance systems • The ability to work effectively under pressure and manage a variety of tasks simultaneously • To be able to communicate effectively both orally and in writing • Self-understanding and commitment to personal and employee development • Highly developed people and communication skills • The job holder must have a full current driving licence and demonstrate a willingness to be flexible and to travel within the Programme area and occasionally other locations across the region • Ability to attend evening meetings as required by the programme from time to time. • Experience of offering advice and guidance to potential and project applicants • Computer literate including significant expertise in Word, Excel, PowerPoint, Access and Outlook • Understanding of marketing and promotional techniques 	A/I A/I A/I A/I A/I A/I A/I A/I

	<ul style="list-style-type: none"> Experience of preparing and assessing of project application appraisals 	
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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