Job Title: Accounts Receivable Team Leader  
Grade: 9

GRADE xx

Our Vision

We have a clear vision for Staffordshire - 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 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 to enable insight and stewardship through provision of complete and reliable financial information.*

Reporting Relationships

Responsible to: Income Manager

Key Accountabilities:

1. Manage a small team of staff including co-ordination of work plans, monitoring performance and identifying appropriate development opportunities.
2. Develop and co-ordinate provision of exchequer functions through a small team
3. Responsible for the efficient operation of the income system support arrangements.
4. Provide overall assurances for front line support to users in the business re: My Finance income processes.
5. Ensure the resolution of queries relating to the income system from all customers
6. Offer advice and support to staff on the basic functions of the authority’s financial systems, to ensure efficiency of operational processes.
7. Supporting the Income Manager and deputising for them in their absence.
8. Use *We Talk* to celebrate and monitor staff performance, identifying appropriate opportunities for professional development.
9. Undertake other 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 equivalent financial experience | A/I |
| **employer_small** | **Knowledge and Experience**   * Two years experience working in financial management. * Experience of managing or supervising staff, including prioritising objectives and monitoring outcomes. * Experience of income procedures and practice and control account management. * Demonstrate an understanding of the local authority financial environment. * Demonstrate proficient use of spreadsheets and word processing skills. * Sound knowledge of relevant financial systems. * Experience of analysing financial and performance information and presenting results. | A/I/T |
| **employer_small** | **Skills**   * Planning work and setting objectives for a team. * Leading and motivating a small team of colleagues in a financial service. * Ability to monitor and manage income processes in a complex service * Excellent numeracy and literacy skills. * Excellent interpersonal and communication skills * Able to communicate with staff at all levels * Personal commitment to the maintenance and development of high standards of service and customer care. | A/I/T |

This post is designated as a casual car user

**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 **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**