

Job Title: Debt Recovery Officer - Receipting

Grade: 5

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: Accounts Receivable Team Leader

Key Accountabilities:

1. Receive and process payments to the authority
2. Deal with customer enquiries and SCC Business Units in accounting for monies received
3. Reconciliation and management of the income accounts
4. Ensuring the all monies received are input and accounted for in a timely and efficient manner
5. Post opening duties and daily banking of remittances
6. Input of daily remittances and bank statement supplementary lists into the financial management systems
7. Assist with the introduction and management of new methods of receiving payments
8. 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
	Qualifications/Professional membership <ul style="list-style-type: none"> • Four GCSEs or equivalent (including Maths and English) 	A/I
	Knowledge and Experience <ul style="list-style-type: none"> • At least two years of experience working in a financial function • Sound knowledge of the cash receipting procedures and facilities • Experience of processing transactions in financial systems. • Experience of producing accurate financial statements, reconciliations and management information • A good understanding of local authority services and finances 	A/I/T
	Skills <ul style="list-style-type: none"> • Excellent numeracy and literacy skills. • Able to work within clear frameworks of processes and procedures, adhering to financial regulations • Excellent interpersonal and communication skills • Able to communicate with staff at all levels • Able to identify and rectify basic errors in records or reports. • Demonstrate effective use of spreadsheets and word processing skills. • Able to work effectively in a team. • 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



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.

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