

External Reporting Manager

Grade 10

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.

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

About the Role

As External Reporting Manager, you will play a key role in ensuring the Council meets its statutory financial reporting obligations and maximises external funding. You will lead the coordination and submission of statutory returns and grant claims, ensuring compliance with regulations while working closely with finance colleagues to identify opportunities and secure resources for Staffordshire.

This is a hands-on and collaborative role where you will combine technical expertise with operational leadership. You will oversee a small team, manage competing deadlines, interpret complex regulations and provide clear advice to stakeholders, helping to ensure that financial information is accurate, compliant and supports effective decision making across the organisation.

Reporting Relationships

Responsible to: Corporate Accountant

Responsible for: N/A

Key Accountabilities:

1. Provide day to day operational management/ supervision of a small team of officers including co-ordination of work plans; allocation of work, acting as a point of escalation and finding solutions to problems.
2. Accountable for co-ordinating the timely completion and submission of statutory returns and grant claims to ensure compliance with regulations and maximise income for Staffordshire
3. Create and manage a schedule for grant claims and statutory returns, allocating staff resources accordingly, to ensure that all required evidence is submitted when required.
4. Responsible for monitoring and interpretation of legislation and regulations relevant to statutory returns and leading on the required changes to SCC procedures or processes.
5. Liaise with Finance Partners and Corporate Accountants to offer advice and guidance on potential external grants, to maximise resources available to Staffordshire.
6. Oversee the timely collection of statutory information required for Government Returns and forward these for sign off.
7. Ensure the eligibility of spending against grants, in conjunction with the relevant budget holder, so that no false claims are processed and the budget available is clear.
8. Support Finance Partners in the preparation of estimates, by providing intelligence on grant claims in a timely manner.
9. Ensure the provision of required evidence to justify payments under Section 75 or other partnership agreements.
10. Represent the Authority at meetings with external partners.
11. Undertake other appropriate duties as directed.

Person Specification

Qualifications/Professional membership

- Membership of a CCAB body preferably CIPFA or AAT Member

Knowledge and Experience

- Experience working in Local Government Finance, including the preparation and analysis of financial statements.
- Experience of managing or supervising staff in a financial service.
- Experience of preparing statutory returns and/or grant claims.
- Experience of analysing complex financial information and presenting results.
- Understanding of the range and regulation of Local Authority funding sources
- Knowledge and understanding of the statutes, codes of practice and other rules in respect of Local Government Finance, and the ability to interpret and apply them.
- An understanding of Accounting Standards and modern budgeting and financial management tools and approaches.
- Thorough knowledge of relevant funding body arrangements and requirements.
- Some knowledge of the history attached to specific assets and grants.

Skills

- Able to supervise staff, i.e. develop work plans, prioritise work and monitor outcomes.
- Able to monitor staff performance and propose personal development opportunities.
- Able to analyse complex financial information or statistics and identify errors or inconsistencies.
- Able to challenge and support colleagues from finance and other partner organisations to ensure the flow of evidence required to support grant claims and statutory returns
- Able to assess the sufficiency and relevance of evidence to meet grant requirements.
- Able to conduct a return on investment analysis of the data/performance required to secure funding in a new grant and advise accordingly.
- Excellent interpersonal and communication skills.
- Able to communicate with staff at all levels.

- Ability to plan and schedule work to meet deadlines.
- Personal commitment to the development of high standards of service.

This post is designated as a Casual Car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.