External Reporting Manager

Grade 10

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

The Finance Directorate 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.

Reporting Relationships

Responsible to: Senior Corporate Accountant

Responsible for: External Reporting Officers

Key Accountabilities:

1. Manage a small team of officers including co-ordination of work plans, monitoring performance 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.

1. Liaise with Finance Business Partners and Corporate Accountants to offer advice and guidance on potential external grants, to maximise resources available to Staffordshire.
2. Oversee the timely collection of statutory information required for Government Returns and forward these for sign off.
3. 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.
4. Support Finance Business Partners in the preparation of estimates, by providing intelligence on grant claims in a timely manner.
5. Ensure the provision of required evidence to justify payments under Section 75 or other partnership agreements.
6. Represent the Authority at meetings with external partners.
7. Undertake other appropriate 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**   * Membership of a CCAB body preferably CIPFA or AAT Member. | A/I/T |
| **employer_small** | **Knowledge and Experience**   * Two years’ 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. | A/I/T |
| **employer_small** | **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. | A/I/T |

**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

Talent & Resourcing Team 01785 278300