Financial Information Officer

Grade 6

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

The Accounting (financial information) Service: is responsible to enable insight and stewardship through provision of complete and reliable financial information

Reporting Relationships

Responsible to: Accountant

Key Accountabilities:

1. Assist in maintaining financial system processes, coding hierarchies and control arrangements to provide accurate budget records.
2. Monitor the integrity of budget records to ensure accurate reporting of spending to Corporate Finance and Decision Making Support Business Partners.
3. Produce regular budget reports for Decision Making Support Finance Business Partners to monitor spending with services.
4. Prepare budget estimates (using simple tools, e.g. salary modeler) to support Corporate Finance and Decision Making Support Partners in agreeing future allocations, budget monitoring and closure of accounts.
5. Provide end of year reports and creditor schedules to enable corporate Finance and Decision Making Support Finance Business Partners to complete closure of accounts.
6. Process transactions in the authority’s financial system.
7. Liaise with Decision Making Support and Corporate Finance to resolve simple queries in relation to financial matters.
8. Record capital acquisitions, disposals and depreciation; process overhead allocations and internal recharges to ensure accurate accounts.
9. Process accruals, prepayments, advances, transfers to/from reserves and provisions etc.

10.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

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| **Minimum Criteria for Disability Confident****Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership*** AAT Member, relevant experience or a willingness to undertake training
 | A/I/T |
| **employer_small** | **Knowledge and Experience*** Sound knowledge of relevant financial systems.
* Understanding of processing transactions in a financial system (or similar).
* Experience of producing accurate financial statements and other financial information.
* Understanding of financial system processes, coding hierarchies and control arrangements.
* Understanding of the concepts of asset depreciation, overheads and internal recharges.
 | A/I/T |
| **employer_small** | **Skills*** Good numeracy and literacy skills.
* Good keyboard skills.
* Demonstrate ability to retrieve and manipulate financial information for the production of statistics and reports.
* Demonstrate effective use of spreadsheets and word processing skills.
* Able to communicate effectively with colleagues across disciplines.
* Able to work flexibly and creatively to meet changing priorities.
* Personal commitment to the development of high standards of service.
 | A/I/T |

**** 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