

**Directorate:** Growth, Environment and Transport  
**Unit/Section:** HTW – Highways Operations - Streetworks  
**Grade:** KR8  
**Responsible to:** Compliance & Performance Manager

**Purpose of the Job:**

Support the Compliance and street works managers in the robust control and timely and accurate agreement and submission of accounts and invoicing within the Street Works team with particular emphasis on collection and governance of the Kent Lane Rental Scheme (KLRS)

Assist with budget monitoring and control and ensure adherence to account regulations.

To provide a high level of customer care and continuous improvement for KCC Highways and Transportation

**Main duties and responsibilities:**

- Provide professional financial support, analysis, advice and information to the Compliance & Street Works Managers and the Street Works Team.
- Collate and analyse the monthly revenue/income in order to support the governance of the KLRS and the sound management of budgets for KCC
- primarily responsible for controlling and monitoring the surplus revenues from the KLRS and the associated governance.
- Responsibility to record and monitor the accounts related to the surplus revenue; including current balance; projected income and monies allocated.
- Produce annual reports on the governance of the KLRS.
- Manage and maintain financial related systems e.g., i-Proc & Oracle, to ensure accurate reporting of financial matters.
- Ensure expenditure and income is processed, and accounts submitted and verified with external stakeholders within the stated timescales to maximise income, utilising correct budget codes, to meet KCC corporate standards.
- Ensure regular communication with the KLRS Governance Committee and provide support with both account and administration functions, including minute taking.
- Ensure regular communication with relevant staff and managers to obtain financial information and work completed data, in order to monitor budgets and provide financial reports.
- Ensure that spending is controlled, and income is maximised, and anomalies and potential outturn variations are reported to the Compliance Manager so that appropriate action can be taken.
- Provide technical and financial advice to Street Works staff and accountable managers

## Person Specification: Governance and Stakeholder Liaison Officer

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The following outlines the criteria for this post.

Applicants who have a disability and who meet the minimum criteria will be shortlisted.

**Applicants should describe in their application how they meet these criteria.**

	CRITERIA
<b>QUALIFICATIONS</b> (or equivalent)	<ul style="list-style-type: none"><li>• Good general education to GCSE (Grade C or above) or equivalent level, including Math's and English.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Local government or highways environment with a legislative background and familiar with highway legislation.</li><li>• Experience of Mayrise or similar NRSWA software. Experience of accounting systems (e.g. Oracle).</li><li>• Experience of administration and minute taking for high level stakeholder committees.</li><li>• Ability to carry out presentations to internal &amp; external stakeholders</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Computer literate (use of MS office and other typical general office packages).</li><li>• A good knowledge of Mayrise or similar NRSWA software and accounting systems such as Oracle, together with a proven ability to use, interpret and communicate accounting data. Excellent attention to detail.</li><li>• Good skills in managing information and communicating with others.</li><li>• Minute taking and diary management</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Working knowledge and ability to apply the NRSWA. Aware of the Traffic Management Act and Highways Act.</li><li>• Knowledge of invoicing and payment processes.</li></ul>
<b>COMPETENCIES and BEHAVIOURS</b>	<ul style="list-style-type: none"><li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li><li>• <b>We are curious to innovate and improve</b></li><li>• <b>We are compassionate, understanding and respectful to all</b></li><li>• <b>We are strong together by sharing knowledge</b></li><li>• <b>We are all responsible for the difference we make</b></li></ul>