

## Kent County Council

### Job Description: *Infrastructure Expenditure Officer*

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<b>Directorate:</b>	<b>Deputy Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Infrastructure, Business Management</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>Infrastructure Expenditure Lead</b>

### **Purpose of the Job:**

The post holder will assist the Infrastructure expenditure Lead in all aspects of financial management relating to support the management of the Infrastructure expenditure budgets. This will include assisting in the preparation of budgets, reports, forecasts, orders, receipts, and reconciliations and also liaising with key internal and external stakeholders and suppliers.

### **Main duties and responsibilities:**

- Provide comprehensive and up to date supporting financial information to the Infrastructure expenditure Lead to allow them to discharge their duties effectively. This will include information relating to preparation of financial strategy, budgets, forecasting, reporting, invoicing, spend analysis, payments and confirmation of goods/service received and reconciliation to identify variances in the budget.
- Update, modify and retrieve data on both manual and computerised systems, preparing standard and non-standard reports, cross checking data held on different systems to ensure accuracy and developing new systems to meet information needs in order to provide accurate and reliable information, on which management decisions can be made.
- Directly support the budget managements across Infrastructure team with dealing with all financial matters with their suppliers, to ensure payment processes are established and payments made in line with contractual agreements.
- Maintain and monitor financial records in relation to expenditure, including processing invoices and payments for more complex matters of Infrastructure budget management to ensure robust forecast and accurate position at year end. Investigate and resolve anomalies such that financial information is up to date and robust.
- Facilitate timely and accurate reporting of input data from the wider team and supplier – including utilising project management tools where appropriate to track and chase outstanding actions.
- Provide and deliver training to new and existing staff in the Business information management team in the processes used by the team to ensure consistent levels of quality, efficiency, and timeliness of this function.

- Be the day to day operator for IProc and key systems, dealing with complex requirements of procuring goods and services consistently, effectively, and efficiently. Investigate and resolve complex anomalies to ensure system is up to date.
- Undertake specific project work and research to support the team's work as directed by the Infrastructure expenditure lead officer and Infrastructure budget managers.
- Assist the Business Information team with the adherence to all relevant legal and fiscal requirements in relation to financial management, including preparation of accounts, audits, and statements.
- Provide support as required to ensure the smooth running of the team including working closely with the Infrastructure budget management team to ensure there is consistency across the whole budget team, including covering elements of other roles if required.
- Responsible for stimulating an environment for innovation with opportunities to plan new interventions that will drive innovation, proactively embracing new ways of working. Consistently looking at the current way of working to see how this can be improved.
- Responsible for delivering a customer centric approach and displaying customer focused, professional and empathetic behaviour. Provide excellent service putting the customer at the heart of every aspect of the work.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Infrastructure Expenditure Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

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

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 3 diploma in financial certification or equivalent or relevant experience
<b>EXPERIENCE</b>	Proven experience of working to a senior manager in a finance environment. Experience of a one team approach and working collaboratively within a wider team. Proven experience of partnership working within a public sector or other relevant settings at different levels.
<b>SKILLS AND ABILITIES</b>	Attention to detail and ability to remain "solutions focussed". Excellent interpersonal and communication skills both oral and written. Able to manage own time and meet deadlines. Excellent standard of computer literacy including Excel and Finance systems such as Oracle and IProc. Ability to carry out comprehensive research and report back clearly. Ability to use initiative to investigate and resolve problems and identify and deliver process improvements Able to work on own initiative, taking responsibility for actions and decisions surrounding areas of accountability.
<b>KNOWLEDGE</b>	Budget management, administration and monitoring processes.
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>