

Kent County Council

Job Description: *Business and Stakeholder Liaison Officer*

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

Purpose of the Job:

Support the Compliance and Street Works Managers in the robust financial control and timely and accurate agreement and submission of accounts and invoicing within the KCC Street Works section. Assist with budget monitoring and control and ensure adherence to financial 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 Manager and Street Works Managers.
- Collate and analyse the monthly revenue/income for the street works team to support sound management of budgets for KCC.
- Manage and maintain financial related systems e.g. i-Proc & Oracle, in order 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 relevant staff and managers to obtain financial information and work completed data, in order to monitor budgets and provide financial reports.
- Responsibility for raising purchase orders and processing invoices for payment
- Contribute towards the improvement of current working practices and have an active involvement in changes to process and procedure
- Co-ordinate the closing of accounts process.
- Provide technical and financial advice to Street Works staff and accountable managers.

Footnote: This job description is provided to assist the job holder to know what his/her 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: *Business and Stakeholder Liaison 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.

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	CRITERIA
QUALIFICATIONS <i>(or equivalent)</i>	<ul style="list-style-type: none">• Good general education to GCSE (Grade C or above) or equivalent level, including Maths and English.
EXPERIENCE	<ul style="list-style-type: none">• Local government or highways environment with a legislative background and familiar with highway legislation and New Roads & Street Works Act (NRSWA).• Experience of Mayrise or similar permitting software. Experience of accounting systems (e.g. Oracle).• Experience of NRSWA permits and lane Rental
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Computer literate (use of MS office and other typical general office packages).• 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.• Good skills in managing information and communicating with others.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of invoicing and payment processes.
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make <p>Truth and Judgment. People and Partnerships. Outcomes and Delivery. Able to work with minimum of supervision. Well organised, self-disciplined, positive outlook with a “can do” approach, innovative and a team player. Be adaptable to meet the growing needs of the organisation and job.</p>