



Job Profile and Working for Stockport

Our Council

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

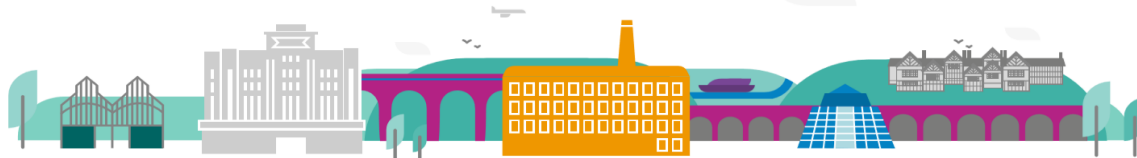
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





Ambitious Stockport, creating opportunities *for everyone*

About the Job

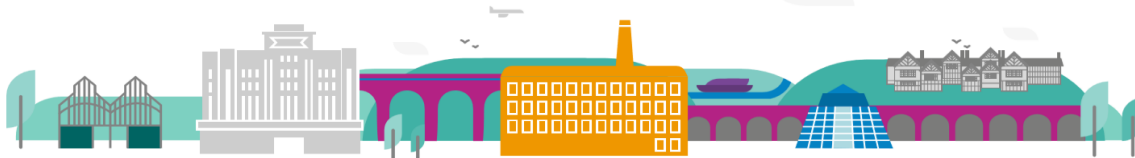
Role:	CSS Officer
Service Area:	SPEND Hub – Children's Services Finance
Directorate:	Corporate and Support Services
Salary Grade:	Scale 4 (Salary from £27,274)

Main Purpose of the Job

To provide effective financial administration and support across Children's Services, including on-site in our Children's Homes and wider service areas, helping services run smoothly while working in line with relevant financial procedures, controls and statutory requirements.

Key Responsibilities

- Helping staff within Stockport's Children's Homes look after petty cash, imprest accounts, pre-payment cards and e-wallets, including keeping records up to date, arranging repayments and making sure everything is used properly.
- Keeping licences and contracts up to date, including Ofsted registration and any other requirements the service needs to meet.
- Working with managers to make financial processes and record keeping in the Children's homes clearer, easier to follow and more effective.
- Covering the finance reception desk each week, both in person and online, and helping people with their queries.
- Ordering goods and services through the council's purchasing system, keeping track of deliveries and making sure invoices are paid.
- Checking and processing SEN education invoices so they are paid correctly and on time.
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.



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- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

Additional Information

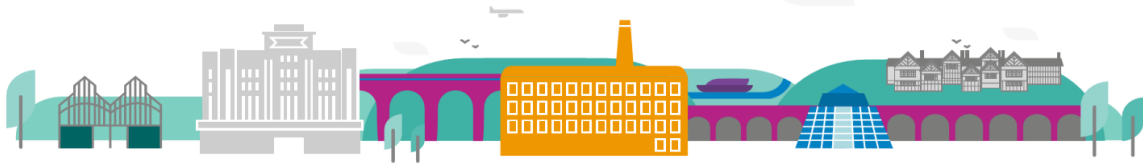
The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.
- You will be self-motivated, able to stay calm when priorities change, and confident in communicating clearly with service users, colleagues and other professionals.
- You will have experience of providing administrative and financial support, handling confidential information with care, and undertaking high-risk, high-cost and complex processes with accuracy and quality assurance.
- You will be able to create and maintain accurate records, maintain databases, produce spreadsheets, undertake analysis and generate reports relating to operational and financial matters.
- You will take personal responsibility for delivering high-quality customer services and maintaining a safe working environment, including in challenging circumstances.



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- You will be comfortable using standard office IT applications, including Microsoft Office 365 and SharePoint, and willing to learn the Council's in-house systems to work confidently with data and information.
- You will be able to organise your work, manage competing priorities, follow agreed processes and work well with colleagues and partners to get things done.
- You will have strong attention to detail, work accurately, meet deadlines and bring a flexible, positive approach to your work.
- You will be able to provide technical answers in specific areas of work and support the development of efficient digital processes that help deliver professional, customer-focused and cost-effective services.