# Job Description

Job Title:    Street Works FPN Officer

POSCODE:  333007232

Grade:  SC6

## Overall purpose of the job

To enable effective delivery of Cambridgeshire's Streetworks and
Permitting service by managing the income generation and financial processes for
Street Works and Permit fees, Fixed Penalty Notices (FPNs) and New Roads and Street Works
Act charges.

Provide operational financial management advice within the Street Works and Permitting
service working alongside the Fees & FPN Officer.  Support the internal management of Street
Manager.

## Main accountabilities

Please list the accountabilities in descending order of priority.  Please include 6-9 accountabilities.

|  | Main accountabilities |
|---|---|
| 1. | **Income Generation**<br>Manage the income generation for the Street Works and Permitting Service.<br><br>Provide support and advice for management on financial monitoring information and forecasting.<br><br>To assist the Fees & FPN Officer as and when required. |
| 2. | **Invoicing**<br>Manage and monitor the financial process for Street Works and Permit Invoicing<br><br>· Proforma Permit Invoicing  · Permit Invoicing  · Discounts   · Proforma Section 74 charges  · Section 74 invoicing  · Temporary Traffic Regulation Order's   · Defect Invoicing · Validation and issuing FPNs<br><br>Liaise with works promoters and utility companies regarding permit discounts<br><br>Raise invoices using finance system.<br><br>Reconcile accounts for income and payments using the finance system<br><br>Debt recovery – chasing up overdue payments<br><br>Manage the end to end processes for the above in Street Manager |
| 3. | **Fixed Penalty Notices**<br>Manage and monitor the financial process for Fixed Penalty Notices<br>· Condition FPNs<br>· Working Without Permits FPNs |

| | |
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| | · Own Works FPNs<br>Manage the end to end process for above in Street Manager |
| 4. | **Reporting**<br>Compile and provide financial and performance reports as required including<br>· Performance Reports (council)<br>· Performance Reports (promoter)<br>· To provide finance information to the Streetworks and Permitting Manager for Budget Forecasts |
| 5. | **Communication**<br>Liaise and inform partners, works promoters and Statutory Undertakers (SUs) about Street Works and Permit fees<br>Investigate challenges relating to permits, street works fees and Fixed Penalty Notice charges and resolve. |
| 6. | **Monitor Key Performance Indicators**<br>Oversee the collection of the data and monitor and report on Permit and Street Works Key Performance Indicators |
| 7. | **Raise Requisition. Purchase Orders & Good Receipt**<br>Use the Council's finance system to produce requisitions, purchase orders and goods receipt upon receipt of the invoice from supplier. |
| 8. | **Corporate**<br>Demonstrate an awareness and understanding of equality, diversity and inclusion. |

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# Person Specification

## Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

| Qualifications Required | Subject | Essential/ Desirable |
|---|---|---|
| 2 'A' levels (4 AS Levels), ONC, OND, BTEC, NVQ level 3 or equivalent | Finance / Administration or Maths | Essential |
| Bachelor's degree, HNC, HND or NVQ Level 4 or equivalent including professional qualification | AAT qualified or equivalent or extensive relevant experience | Desirable |

Minimum levels of knowledge, skills and experience required for this job

| Identify | Describe | Essential/ Desirable |
|---|---|---|
| **Knowledge** | | |
| Provision of financial advice and services | Detailed / In-depth practical knowledge & understanding | Essential |
| A thorough working knowledge, gained through experience of the New Roads and Street Works Act 1991 and its associated codes of practice / regulations particularly in relation to permitting, Section 74 and Fixed Penalty Notices | Familiar with & understands general principles and procedures | Desirable |
| Knowledge of Street Manager | Familiar with the operation and use of Street Manager to manage street works finances | Desirable |
| **Skills** | | |
| Ability to manage competing priorities and deadlines<br><br>Good interpersonal and written communication skills<br><br>Good organisational and record keeping skills<br><br><br><br>Ability to work as part of team and contribute and assist other officers in their duties | The ability to prioritise own workloads whilst working to agreed timescales.<br><br>Strong written and communication skills.<br><br><br><br>Ability to manage your own time and deliver what is required in an efficient manner | Essential |
| Flexible and adaptable to change Ability to remain calm and focused under pressure and when faced with difficult situations. | Able to adapt to changing prioritiies to meet deadlines in accordance with statutory guidelines. | Essential |

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| | | |
|---|---|---|
| Personable and able to build rapport with internal and external stakeholders | | |
| **Experience** | | |
| Experience in applications such as Microsoft Word, Excel, Outlook and other Microsoft Office / Microsoft Office 365 packages | Broad knowledge of Excel to extract and manipulate data, e.g using formulas, pivot tables and "V" look-up.<br><br>Knowledge of Microsoft Teams for meetings and messaging.<br><br>Outlook for emails including filing emails in a logical manner. | Essential |
| Experience of using back office systems for Highways / Street Works / Permitting such as Insight, Symology, Confirm or Street Manager | Previous experience of using Street Works systems or the DfT's Street Manager system or other similar system. | Desirable |
| Experience of provision of financial advice and support services | | Essential |
| Experience of provision of financial services in a complex organisation | | Essential |
| Equality, Diversity and Inclusion (applies to all roles. | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | |

## Disclosure level

| What disclosure level is required for this post? | **None** | Standard |
|---|---|---|
| | Enhanced | Enhanced with barred list checks |

## Work type

| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | Hybrid X | Field | Remote | Mobile |
|---|---|---|---|---|---|

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