Job Description

**Job Title:** Treasurer to the Western Riverside Waste Authority

**Reports to:** Chairman of the Western Riverside Waste Authority

**Purpose and Role:**

To advise and support the Chairman in the financial arrangements and governance of the Western Riverside Waste Authority (WRWA).

To act as the statutory chief finance officer of the Authority as required by Section 73 of the Local Government Act 1985 and Section 114 of the Local Government Finance Act 1988.

Section 73(1) of the Local Government Act 1985, which set up the Authority requires that the Authority to:

*“make arrangements for the proper administration of its financial affairs and shall secure that one of its officers has responsibility for the administration of those affairs.”*

Under guidance produced by the Chartered Institute of Public Finance and Accountancy (CIPFA) the Section 73 role implies:

“a responsibility for managing the totality of the Authority’s financial affairs in all its dealings”.

The responsibility cannot be divided (“it lies with one of their officers”), nor can any affairs of the Authority be outside its scope. It should be noted that, under Section 113 of the Local Government Finance Act 1988, the Treasurer must be a member of one of the accountancy bodies listed in that section.

The Treasurer is supported by a Deputy Treasurer whose role, and associated financial services, are covered by Service Level Agreements with Wandsworth Council.

Key relationships:

1. Chairman of the WRWA
2. Members of the WRWA
3. General Manager of the WRWA
4. Clerk to the WRWA
5. Constituent council Section 151 officers and other relevant officers
6. WRWA contractors, legal advisers and other relevant organisations and individuals

Accountabilities:

1. To ensure the Authority is properly advised in terms of financial management, administration and advice; that it adheres to proper accounting practice as set out in legislation and related guidance as issued by CIPFA; and that its accounts are published and audited in line with statutory deadlines.
2. To ensure that the Authority sets a balanced budget and that the resulting levy and other recharges to the constituent Councils are reported to the Authority for agreement by the due date set by statute.
3. In liaison with the Clerk, to undertake performance management of the General Manager, agreeing with him following consultation with the Chairman his annual objectives and undertaking his annual performance assessment with the Clerk.
4. To exercise vigilance on the part of the Chairman and Members to ensure that options for reducing the call on constituent councils’ funding are properly explored and presented to Members, fully reflecting consequences for the Authority.
5. Liaise as necessary with the four constituent councils at Section 151 officer level (and other relevant officers), meet with them as required, provide relevant and timely briefings on the Authority’s financial affairs at least twice a year and generally ensure that constituent councils are properly involved in the Authority’s key financial decisions.
6. On behalf of the Authority, commission external advice where necessary, for example on contractual and legal matters with particularly regard to taxation treatment or complex financial issues.
7. When required, support the General Manager in his management of the day-to-day operation or in special projects involving or affecting the Authority, including where necessary involvement in staff management issues and negotiations with the waste management contractor on commercial issues.
8. Maintain general awareness of matters relating to waste disposal services, especially with a view to the promotion of value for money and continuous improvements.
9. Exercise delegated authority with regard to treasury management, borrowing and other related issues in line with the Authority’s annually agreed treasury management policies.
10. Ensure that the Authority’s risk management processes and procedures are fit for purpose and reviewed at least annually by the management team and the Authority.
11. Ensure that the Authority has robust internal audit arrangements and liaises with the appointed external auditor.

Qualifications:

Must be a member of one of the accounting bodies set out in Section 113 of the Local Government Finance Act 1988.