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## Job Profile

<b>Provisional Job Title:</b> Deputy Financial Controller	<b>Grade:</b> PO5-PO6
<b>Section:</b> Financial Management	<b>Directorate:</b> Resources
<b>Responsible to:</b> Financial Controller	<b>Responsible for:</b>
<b>Post Number/s:</b> RWR0011/12/13/14	<b>Date:</b> September 2023

### Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

Responsible for overseeing both routine and more complex financial control functions and providing technical financial support to the relevant department.

Develops effective and efficient financial and administrative systems to ensure that the service department can fulfil its financial responsibilities, including adhering to the system controls and procedures in place, and providing a professional and effective financial administration and support service.

### Specific Duties and Responsibilities

Takes full responsibility for major areas of work of the teams and supervises group members' production tasks, with reference to the Financial Controller for outline guidance on significant new areas of work/policy.



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Develops effective and efficient financial and administrative systems to ensure that the Department can fulfil its financial responsibilities, including adhering to the system controls and procedures in place, and providing a professional and effective financial administration and support service.

Deputises for the Financial Controller as and when required and assists on other groups within the Financial Management Division as directed, to provide flexible response to peak workloads.

Provides supervision as required to assigned staff and takes responsibility for the allocation of work and quality of outputs.

Advises and supports senior managers on relevant service and operational matters.

Ensures that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.

Provides and continuously reviews a full range of Finance Department responsibilities in relation to specified service areas within the relevant department.

### **Progression to PO6**

Carries out investigations and prepares reports as required, for instance on the use of resources, appraisals of new developments, savings reviews, new legislation and procedures, the achievability of proposals and the monitoring of a course of action.

Effectively leads on all work streams within specific areas of responsibility, taking ownership of system and process reviews and managing the process of change with minimum supervision, resulting in more efficient working practices and use of resources within areas of responsibility.

Involved in the implementation of significant new legislation and major procedural changes involving intensive application of professional and managerial skills.

Recommends action for dealing with continuing items of major difference from budget and consults with service managers on issues arising. Prepares other reports to Committee as and when required including (but not limited to) bids, policy changes, charges reviews, business plans etc.

### **Generic Duties and Responsibilities**

To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.



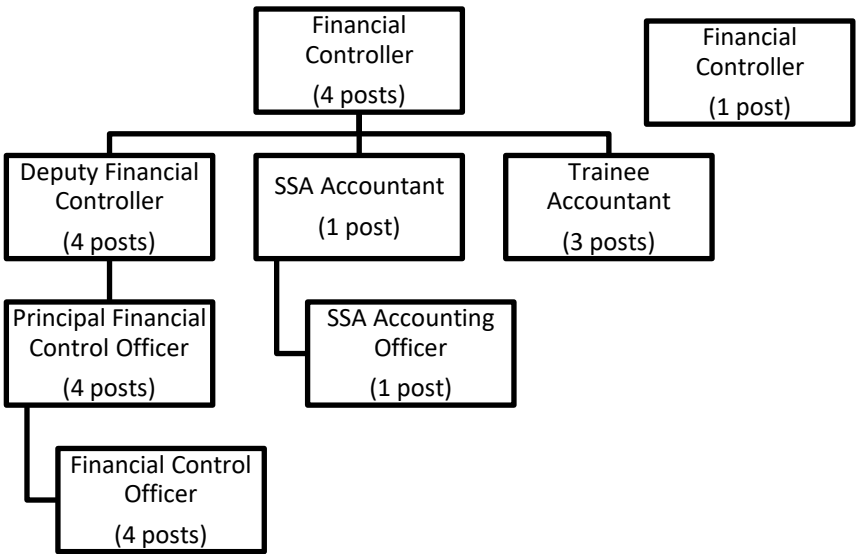
To comply with relevant Codes of Practice including the Code of Conduct and policies concerning data protection and health and safety.

To promote equality, diversity and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role.

The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Current team structure**





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## Person Specification

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### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Good understanding of accounting principles and structures. Working knowledge of codes of practice and accounting standards	x		I/T
Experience	Essential	Desirable	Assessed
Significant experience in a local authority budgetary control, accounting and financial reporting	x		A/I/T



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environment			
Experience of interpreting complex structures such as accounting standards, legislation, technical guidance and formulae	<b>x</b>		<b>A/I/T</b>
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Ability to identify financial issues and risks on service developments and draft clear and concise comments on behalf of the Director of Finance to officer and member-led meetings	<b>x</b>		<b>I/T</b>
Good interpersonal skills to liaise with Directors, external auditors, service managers and Members. Effective in communicating and asserting financial issues to those outside of the profession	<b>x</b>		<b>I/T</b>
Meticulous approach/ working papers for dealing with complex tasks and high value transactions	<b>x</b>		<b>I/T</b>
Supervision skills to manage input and quality of output by other staff in the team		<b>x</b>	<b>I/T</b>
Proficient IT skills to use spreadsheets, financial systems and other relevant packages for analysis and presentation	<b>x</b>		<b>I/T</b>
Ability to plan and carry out own workload to meet targets and agreed deadlines	<b>x</b>		<b>I/T</b>
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
CCAB qualified or equivalent or substantial relevant experience	<b>x</b>		<b>C</b>

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**