

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Principal Finance Officer	Grade: PO3
Section: Housing Business and Finance Support	Directorate: Resident Services
Responsible to following manager: Finance Manager	Responsible for following staff: n/a
Post Number/s:	Last review date: October 2022

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

To provide advice to, and work jointly with, managers throughout the department covering all aspects of financial management, grants and funding co-ordination, financial policy and procedures and audit administration

Specific Duties and Responsibilities

1. Assists with financial matters relating to Co-ops and RMOs. Ensures quarterly allowance payments are processed correctly.
2. Complete annual housing maintenance budget setting exercise. Set R&M/Special S&M budgets for the council's housing stock. Provide monthly forecasts for these areas, attend senior Manager meetings and assist with adhoc projects and reviews.
3. Proactively plans and assists in the annual close of accounts processes, ensuring departmental staff are informed of deadlines and requirements and provides effective training, guidance and assistance to ensure the department's accounts are closed accurately and by set deadlines.
4. Has an in-depth working knowledge of all departmental financial systems, contributes to the department's development of such systems and applications, and assists in training budget holders and other departmental staff in their use.
5. Responsible for carrying out the reconciliation of departmental carry forward accounts as required and ensures that the required returns and monitoring information are provided in a timely way.
6. Takes the lead in being responsible for administering and monitoring the Repairs and Maintenance Major and Minor insurance claim processes and reconciliation.
7. Provides financial assistance and input across departmental and corporate projects as required, including leading on distinct work streams.
8. Advises the Assistant Director of Finance & Business Support and the Finance Manager on any significant changes to the forecast under their scrutiny and any other associated issues arising monthly.
9. Contributes to the department's response to internal and external audit reports where appropriate, working jointly with managers to ensure the

necessary responses and remedial action plans are in place and proactively alerting managers of any concerns and assisting in procedural and system reviews.

10. Maintains high level of technical knowledge of the Housing Management system (NEC). Uses said knowledge to interrogate Repair and Maintenance trends. Compiles monthly findings for monthly board forecast review.
11. Oversee the work on the administration of Housing's tenant rechargeable and sundry type block resreads.
12. Answer ad hoc financial queries, including complex enquiries, when requested by budget and senior managers.
13. Check and review the Housing Management system (NEC) order processing to ensure costs are correctly recorded, assigned and uploaded to the council's finance system. Gather relevant data for the Repairs and Maintenance benchmarking exercise for national service comparison. Prepare complex statistical analysis for stable Repair trend Analysis.
14. Liaise closely with the department's Policy team to ensure benchmarking methodology is sound, auditable and up to date. Support service heads in scrutinising, analysing, interpreting the benchmarking performance data.
15. Demonstrates a professional and collaborative relationship with Corporate Resources, ensuring that any information requested is provided in a timely fashion.

Generic Duties and Responsibilities

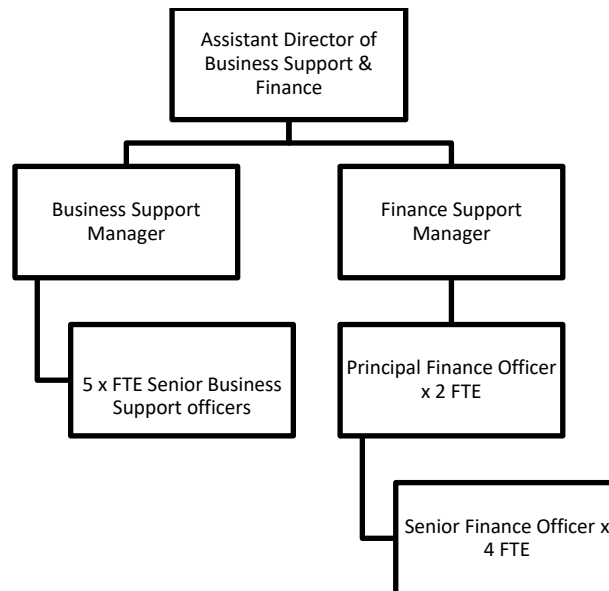
- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
 - To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.
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 - To contribute as required to the commissioning, market testing and contract management of services
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 - To support ways of working that ensure residents and stakeholders are actively engaged in the future of the function and are able to influence decision making.

- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- 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 within the council.
- 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.

Additional Information

- Assists in the preparation, control, monitoring and revision of the annual budget, and takes responsibility for ensuring accuracy of financial reporting, including identifying errors and proactively correcting these in a timely way.
- Ensures effective financial systems for forecasting and financial scrutiny are in place relevantly communicated and maintained.
- Assists in the compilation and timely submission of accurate financial information, reports and returns for inclusion in management reports, committee reports, government returns and for surveys, statistical groups and to other external agencies. Meets agreed deadlines and maintains clear audit trails.

Team structure (currently under review)



Person Specification

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Post Number/s:	Last Review Date: October 2022

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Working knowledge and understanding of local government finance including HRA	x		
Experience	Essential	Desirable	Assessed
Proven Experience of successful budget management to assist the department in delivering highly efficient and effective services.	x		
Computer literate, with experience of Microsoft Access, word and advanced use	x		

of Excel including complex formulae and functions.			
Skills	Essential	Desirable	Assessed
Effective communication skills, both written and verbal, especially when dealing with colleagues and Senior Management.	x		
Numerate, methodical and organised.	x		
Ability to work accurately and to meet deadlines.	x		
Qualifications	Essential	Desirable	Assessed
An appropriate Finance qualification or Local Government experience.	x		

A – Application form / CV

I – Interview

T – Test

C - Certificate