

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Deputy Financial Controller	Grade: PO5-PO6
Section: Financial Management	Directorate: Finance
Responsible to following manager: Financial Controller	Responsible for following staff:
Post Number/s: 4 posts	Last review date: June 2024

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth 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.

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.

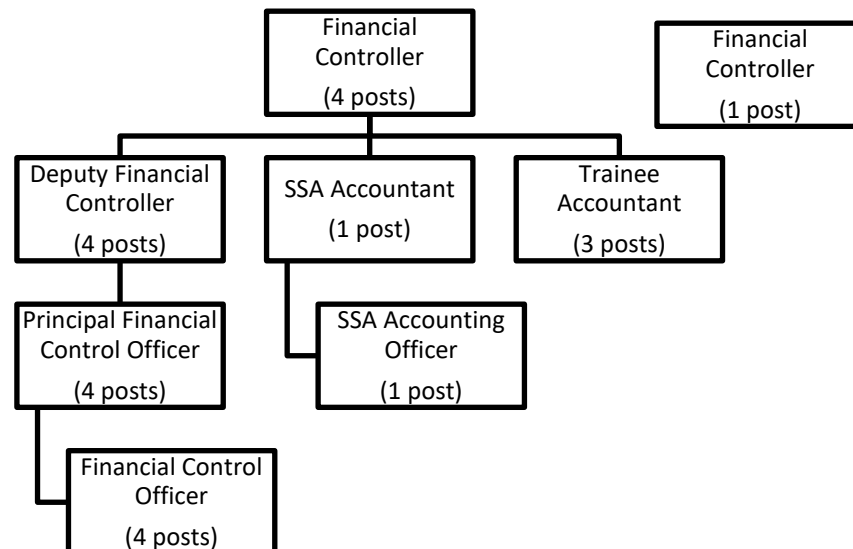
Involved in the implementation of significant new legislation and major procedural changes involving intensive application of professional and managerial skills.

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 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 profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Team structure



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA 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
Good understanding of accounting principles and structures. Working knowledge of codes of practice and accounting standards	X		A & I
Experience	Essential	Desirable	Assessed
Significant experience in a local authority budgetary control, accounting and financial reporting environment	X		A & I / T
Experience of providing advice to secure effective delivery and value for money across the entire organisation	X		A & I / T
Experience of interpreting complex structures such as accounting standards, legislation, technical guidance and formulae	X		A & I / T
Skills	Essential	Desirable	Assessed

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	X		A &I /T
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	X		A &I /T
Meticulous approach/ working papers for dealing with complex tasks and high value transactions		X	A &I /T
Supervision skills to manage input and quality of output by other staff in the team		X	A &I
Proficient IT skills to use spreadsheets, financial systems and other relevant packages for analysis and presentation	X		I &T
Commitment to maintaining and improving the quality of services provided	X		A &I
Ability to plan, prioritise tasks and work to deadlines to deliver on service goals and ambitions	X		I
Qualifications	Essential	Desirable	Assessed
CCAB qualified or equivalent or substantial relevant experience	X		A &C

A – Application form / CV

I – Interview

T – Test

C - Certificate