

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Financial Controller	Grade: MG2-MG3
Section: Financial Management	Directorate: Finance
Responsible to following manager: Director of Financial Management	Responsible for following staff:
Post Number/s: RWR0007/8/9/10/117	Last review date: March 2023

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

Richmond & Wandsworth Better Service Partnership 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

Performs statutory responsibilities on behalf of the Director of Finance.

Responsible for overseeing both routine and more complex financial control functions and providing technical financial support to all areas of the Councils.

Responsible for the strategic financial overview of the relevant department.



Actively participates in the decision making process through constructive financial advice to Members, Directors and service managers.

Specific Duties and Responsibilities

Liaises with Directors and service managers, ensuring all major policy proposals have been properly financially evaluated, options and risks identified and fall within both Councils' financial policies and constraints.

Responsible for presenting an annual detailed revenue budget and capital programme, ensuring these accurately reflect the decisions and policies of the Councils. Monitors progress against these during the year, identifying significant variances and ensuring effective mechanisms of accounting and budgetary control.

Responsible for the strategic overview, provision and continuous review of the full range of finance responsibilities in relation to all aspects of major policy formulation and implementation for the department, including service reviews. Ensures Council procedures requiring pre-approval of sensitive proposals are followed. Responsible for the preparation of finance comments on Directors' Board, Leader's Meeting, Group, Committee, Cabinet and other reports.

Carries out investigations and prepares reports leading to changes in policy, appraisal of new developments, savings and reviews, new legislation and procedures, the achievability of proposals and the monitoring of a course of action.

Advises and supports Members, Directors and senior managers on all relevant service matters, including advising on legislative developments, making policy proposals, commenting on reports and attending Member meetings as required, thereby significantly impacting on service provision and future policy development.

Responsible for ensuring that all expenditure and income is properly accounted for in accordance with the Councils' accounting principles and CIPFA accounting codes of practice. Ensures accounting and budgeting structures are amended in light of revised accounting standards and formats. Attends on the Councils' auditors (both external and internal) for annual accounts audit, responsible for providing full working papers and reconciliations as required and to the agreed timetable and justifying accounting treatment where appropriate.



Responsible for supervising preparation of major claims to deadlines stipulated by the relevant government department or body. Responsible for ensuring that any grant conditions or time limits are enforced, income due received and the satisfactory audit of grant claims. Responsible for supervising preparation of other statistical returns and other information requests to the required deadlines.

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

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 strategic and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.

Progression to MG3

Responsible for financial supervision, advice and direction on financial policy matters relating to all matters falling under the terms of reference of that Committee. Represents the Director of Finance at Overview and Scrutiny Committee/ Cabinet/ Scrutiny meetings as appropriate. Exercises signatory responsibility delegated by the Director of Finance for recommending or challenging on the basis of conformance of value for money proposals for delegated action under the relevant decision making procedure.

Responsible for ensuring the Shared Staffing Arrangement is accounted for correctly, in an equitable and accurate manner with each boroughs' accounts remaining sovereign.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- 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 Richmond and Wandsworth 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 roles within the Councils.
- 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.

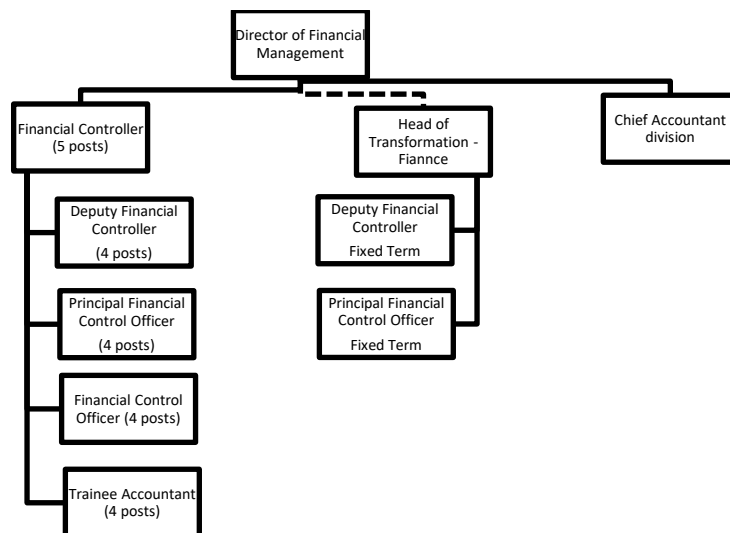
Additional Information

Potential Line management responsibility for the following posts:

- 1x Deputy Financial Controller
- 1x Principal Financial Control Officer
- 1x Financial Control Officer
- (plus for one post only):*
- 3x Trainee Accountants

Attends evening meetings as appropriate.

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 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
Good understanding of legislation, accounting standards and accounting codes of practice governing local authority accounts and financial procedures with the ability to interpret complex issues and apply them	x		I/T
Knowledge and understanding of key strategic and policy issues relating to local government finance	x		I/T

Experience	Essential	Desirable	Assessed
Significant experience of successfully managing own workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting	x		A/I/T
Experience of working with financial systems, including developing business user reports in the context of financial management	x		A/I/T
Experience of successfully leading or managing high-performing teams of staff		x	A/I/T
Experience in speaking at high level meetings which may require immediate response without notice on matters relying on broad experience and requiring ad hoc professional advice	x		A/I/T
Experience of coordinating and delivering a major project		x	A/I/T
Skills	Essential	Desirable	Assessed
Ability to identify issues and options and to anticipate risks when undertaking financial evaluations	x		I/T
Good interpersonal skills to liaise with Directors, external auditors, service managers and Members. Effective in communicating and asserting financial issues with the ability to simplify and present complex financial issues and both clear and concise report drafting skills	x		I/T
Meticulous approach/ working papers for dealing with complex tasks and high value transactions	x		I/T
Qualifications	Essential	Desirable	Assessed
CCAB qualified or equivalent	x		C

A – Application form / CV

I – Interview

T – Test

C - Certificate