

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Senior Financial Analyst	Grade: PO5-PO6
Section: Financial Management	Directorate: Finance
Responsible to following manager: Head of Service	Responsible for following staff: None
Post Number/s: RWR00100	Last review date: January 2025

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

Responsible for overseeing routine and more complex financial analysis to support medium term financial planning, annual budget reviews, the corporate transformation programme and other change initiatives/projects for the organisation. In addition, provide technical financial support for medium term planning activities and change projects.

Develops effective and efficient financial analysis and administrative systems to ensure effective medium term financial planning and financial analysis for projects 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 team members' production tasks, with reference to the Head of Service for outline guidance on significant new areas of work/policy.

Conduct detailed financial analysis, including variance analysis, trend analysis, and scenario planning.

Develop and maintain medium-term financial plans, ensuring alignment with the borough's strategic objectives. Develop financial models in relation to preparing for and responding to funding reform.

To support to develop key financial performance indicators to measure the success and impact of the corporate transformation, budget reviews and medium term financial strategies on the financial health of the Councils

Develops effective and efficient financial and administrative systems to ensure that the change projects 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 Head of Service as and when required and assists across the finance directorate 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 financial analysis and service medium term financial planning implications.

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.

Progression to PO6

Carries out analysis, 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.

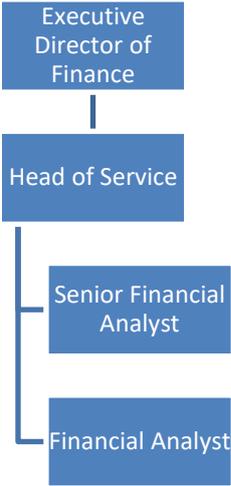
. Prepares other reports to Committee as and when required including (but not limited to) bids, policy changes, charges reviews, business plans etc.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of 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

Team structure



Person Specification

Job Title: Senior Financial Analyst	Grade: PO5-P06
Section: Financial Management	Directorate: Finance
Responsible to: Head of Service	Responsible for:
Post Number/s:	Last Review Date: December 2024

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 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 environment	x		A/I/T
Experience of interpreting complex structures such as accounting standards, legislation, technical guidance and formulae	x		A/I/T

Experience of financial analysis within a local government setting	x		A/I/T
Experience of local government funding and medium term financial planning		x	A/I/T
Skills	Essential	Desirable	Assessed
Strong analytical and problem-solving skills	x		I/T
Proficiency in financial modelling and forecasting techniques.	x		I/T
Advanced IT skills to use spreadsheets, financial systems and other relevant packages for analysis and presentation. Experience of data manipulation and data visualisation	x		I/T
Ability to identify financial issues and risks on service developments and draft clear and concise comments on behalf of the Executive Director of Finance to officer and member-led meetings	x		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		I/T
Ability to work collaboratively with cross-functional teams.	x		A/I
Meticulous approach/ working papers for dealing with complex tasks and high value transactions	x		I/T
Supervision skills to manage input and quality of output by other staff in the team		x	I/T
Good communication and presentation skills.	x		I/T
Ability to plan and carry out own workload to meet targets and agreed deadlines	x		I/T
Qualifications	Essential	Desirable	Assessed
CCAB qualified or equivalent or substantial relevant experience	x		C

A – Application form / CV

I – Interview

T – Test

C - Certificate