**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Senior Finance Officer | **Grade**:  PO2-PO5 |
| **Section:**  ASCPH Finance Team – Business Resources | **Directorate:**  Adult Social Care and Public Health |
| **Responsible to following manager:**  Finance Manager | **Responsible for following staff:** |
| **Post Number/s:**  RWA1009,RWA1010, RWA1011 & RWA1170 | **Last review date:**  October 2023 |

**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**

The post will support the management team and budget holders in one or more division(s) in the Directorate on all financial matters including budgets, budget monitoring, efficiency programmes, value for money, closing of accounts, technical issues and management reporting as well as supporting the Finance Manager and Head of Finance. There is also an expectation of project work of an ad hoc nature.

**Specific Duties and Responsibilities:**

The purpose of this role is to ensure that accurate and timely financial information is provided to the budget holders of the Directorate.

The key responsibilities are:

1. To provide comprehensive professional financial management services directly and through the management of the staff, and for maintaining, monitoring, and controlling the directorate budget.
2. To prepare revenue and capital monthly/quarterly/annual management accounts for a specific number of service areas as allocated.
3. To review Member reports to ensure that finance information is accurate and provide sufficient detail for members to be able to make key decisions.
4. To provide financial information for statutory and non-statutory returns.
5. To support budget holders to help them understand their budgets and provide accurate budget monitoring information, constructively challenge their assumptions, providing training as required.
6. To support budget holders in the review of fees and charges, analysis of tenders, investment appraisals, project work and other financial matters.
7. To undertake detailed analysis of income and expenditure profiles and trends to provide projections on a sound basis.
8. To provide information for internal/ external audit as required.

**Progression to grade PO3**

1. Inform budget and senior managers where appropriate where specific budgets are being over/ underspent. Produce ad hoc reports when requested and provides support and guidance to operational managers to enable them to optimise use of the Councils’ budgetary control systems.
2. Answer ad hoc financial queries, including complex enquiries, when requested by budget and senior managers.
3. To lead on efficiency projects in the Directorate as required.
4. To lead on the improvement of internal controls and processes to ensure that we operate efficiently.

**Progression to grade PO4**

1. Maintain a continuous programme of monitoring the financial performance of the directorate, proactively identifying, and resolving issues that arise, and taking appropriate corrective action, including supporting budget managers in their decision making.
2. Responsible for year-end accounting procedures ensuring that all income and expenditure is accounted for in line with the relevant accounting regulations.
3. Oversees the effective preparation of outstanding liabilities and other year-end procedures ensuring that staff are informed of deadlines and requirements and providing effective training, guidance, and assistance where appropriate.
4. Demonstrates a professional and collaborative relationship with internal partners including Corporate Finance, as well as external partners and stakeholders ensuring that any information requested is provided in a timely fashion.

**Progression to grade PO5**

1. Contributes to the development of medium and longer term financial plans, devising strategies for ensuring budgets and savings targets are achieved and assists in their implementation and monitoring.
2. Reviews the integrity of directorate financial and administration standards, policies, and procedures, proactively recommending improvements in financial controls, systems, and performance.
3. Delivers on a range of complex project work to the required deadlines.
4. Take responsibility for new Finance Staff and demonstrate leadership qualities and deputises for Finance Manager and Head of Finance when requested.
5. To be able to perform the above duties with minimum supervision.

**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, handling complaints 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**

The post has no direct line management responsibilities. However, it is proposed this post will jointly manage and support the Finance Officer post.

The role is a linked grade and has detailed progression criteria attached to it. Progression through the linked grade band is dependent on individual consistently and continuously demonstrating each of the listed activities over a sustained period as set out in the job description.

**Team structure**

**Person Specification**

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| --- | --- |
| **Job Title:** Senior Finance Officer | **Grade**: PO2-PO5 |
| **Section:** ASCPH Finance Team – Business Resources | **Directorate:** Adult Social Care and Public Health |
| **Responsible to:** Finance Manager | **Responsible for:** n/a |
| **Post Number/s:** | **Last Review Date:** October 2023 |

**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](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| --- | --- | --- | --- |
| **Person Specification Requirements – Assessed by:**  **A – Application form/ CV | I – Interview | T – Test | C – Certificate** | | | |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Knowledge of local authority accounting including the Statement of Recommended Practice and other relevant codes of practice | A/I |  |  |
| Knowledge of legislation affecting local government finance and service delivery | A/I |  |  |
| Knowledge of Adult Social Care and Public Health |  | A/I |  |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Experience of successfully leading or managing the finance aspects of projects including monitoring efficiency programmes. | A/I |  |  |
| Experience of undertaking complex financial calculations including options appraisals, sensitivity analysis and variance analysis | A/I |  |  |
| Experience of simplifying complex financial issues and presenting them in a manner that the recipient understands | I/T |  |  |
| Experience of designing complex spreadsheets and using them as models for decision making | I/T |  |  |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Advanced Excel spreadsheet skills required | I/T |  |  |
| Proven oral, written and presentation skills to provide clear and concise messages in a variety of internal and external contexts | I/T |  |  |
| Demonstrate people skills including the ability to work collaboratively, build strong working relationships with key internal and external partners and stakeholders | I/T |  |  |
| Ability to apply problem solving skills on complex issues and make recommendations to avoid problems arising in the future | I/T |  |  |
| Ability to plan and manage conflicting priorities, handle multiple demands for service and meet deadlines under pressure | I/T |  |  |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Part qualified, AAT, CCAB or CIMA. | A/C |  |  |
| Member of the Association of Accounting Technicians |  | A/C |  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**