

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Principal Financial Control Officer (Management Accountant)	Grade: PO2-PO3
Section: Financial Management	Directorate: Finance
Responsible to: Head of Service	Responsible for: N/A
Post Number/s: RWF0015	Last Review Date: Jan 25 (template)

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 carrying out 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.

Specific Duties and Responsibilities

Contributes towards developing 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.

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.

Assists on other groups within the Financial Management Division as directed, to provide flexible response to peak workloads.

Assists in the presentation to Committee of a detailed budget report and other medium and long term forecasts of expenditure which may be required. Monitors and researches all relevant data to ensure that the budget reflects in financial terms current and projected demand for services and levels of output within the constraints imposed by legislation, government control and Council policy.

Takes responsibility for a specified range of services or accounts, and liaising with the service department where appropriate on all aspects of financial control. Identifies explanations for all variances within this range as part of the end of year final accounts process. Assists in the drafting annually for presentation to Committee of a report on outturn for the financial year. Attends on the Councils' auditors (both internal and external) as required.

Prepares and examines in detail statements comparing expenditure and income with budgets or revenue or capital, liaising with service departments to provide explanations for significant variances, recommending appropriate corrective action.

Prepares government returns, statistical returns and other information requests after researching all necessary financial and service information. Oversees the monitoring of grant income and relevant expenditure, as appropriate.

Progression to PO3

Works to own programme, taking into account the personal work targets and the annual cycle of work and reports regularly to the Financial Controller or Deputy Financial Controller. Responsible for day to day financial control of a major service or range of accounts, dealing with both routine matters and more complex issues according to programme or as required by circumstances, referring questions of principle but otherwise organising own approach and action.

Prepares straightforward draft financial appraisals to the draft stage for consideration and approval by the Financial Controller or Deputy Financial Controller.

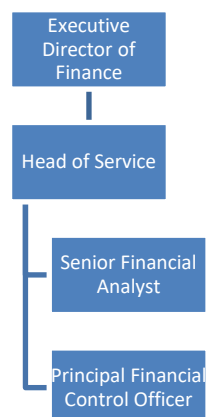
Provides supervision as required to assigned staff and takes responsibility for the allocation of work and quality of outputs.

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: Financial Analyst	Grade: PO2-PO3
Section: Financial Management	Directorate: Finance
Responsible to: Head of Service	Responsible for:
Post Number/s:	Last Review Date: Jan 2025 (template)

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
A good understanding of basic accounting principles and structures	x		I/T
Experience	Essential	Desirable	Assessed
Local authority experience in a budgetary control, accounting and financial reporting environment	x		A/I/T
Evidence of planning /managing a complex timetable of tasks	x		A/I/T
Skills	Essential	Desirable	Assessed

Ability to interpret complex written guidance and formulae	x		I/T
Ability to compile complex statistical information for subsidy claims and statistical returns; and to devise validation tests to ensure accuracy of the result	x		I/T
Meticulous approach/ working papers for dealing with complex tasks and high value claims	x		I/T
Ability to draft financial committee reports and to identify issues for draft financial comments on service developments to officer and member-led meetings		x	I/T
Good interpersonal skills to liaise with senior staff and external auditors	x		I/T
Basic supervision skills to manage input by other staff to shared tasks		x	I/T
Proficient IT skills to use spreadsheets, financial systems and other relevant packages for analysis and presentation	x		I/T
Ability to plan and carry out own workload to meet targets and agreed deadlines	x		I/T
Qualifications	Essential	Desirable	Assessed
Part qualified CCAB or equivalent, fully qualified AAT or substantial relevant experience	x		C

A – Application form / CV

I – Interview

T – Test

C - Certificate