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

**Job Description**

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| **Job Title:**  Senior Finance Officer | **Grade**:  PO1 |
| **Section:**  Business and Finance Support | **Directorate:**  Housing & Regeneration |
| **Responsible to following manager:**  Principal Finance Officer (HRA/GF) | **Responsible for following staff :**  N/A |
| **Post Number:**  RWHPR092 | **Last review Date:**  November 2023 |

**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:**

To provide advice to, and work jointly with, managers throughout the department covering all aspects of financial management.

Assist with the preparation, control, monitoring and revision of the annual budget, and assist in ensuring accuracy of financial reporting. Responsible for council wide recharge of utility costs.

**Specific Duties and Responsibilities:**

1. Assists and give advice to budget holders and managers in the preparation of their budget forecast and budget plans, ensuring they have the information and training opportunities they require for their budget holder responsibilities
2. To assist in the preparation, control, monitoring and revision of the annual budget, taking responsibility for ensuring accuracy of financial reporting.
3. Advises Financial Control of the estimated usage of utilities at Nightingale Square in order for service rents to be set and recommends a recovery rate based on the number of temporary accommodation units on site.
4. Assists in the annual housing maintenance budget setting exercise.  Set R&M/Special S&M budgets for the council’s housing stock. Provide monthly forecasts for these areas.   Review and update Housing Services forecasts and payments, attend senior Manager meetings and assist with adhoc projects and reviews.
5. Receive and review utility invoices from various service providers, ensuring accuracy and completeness of billing information. Reconcile utility invoices with corresponding consumption data and records, identifying any discrepancies or anomalies. Allocate utility costs to individual departments based on predetermined criteria or agreed-upon allocation methods and codes.
6. Collaborate with department heads to establish and update allocation criteria, considering factors such as square footage, usage patterns, or occupancy rates. Maintain accurate and up-to-date records of utility payments, allocation codes and cost distribution for auditing and reporting purposes.
7. Prepare periodic reports on utility costs and allocations, providing detailed breakdowns and analysis to management and department heads.
8. Assists in the compilation and timely submission of accurate financial information, reports and returns for inclusion in management reports, committee reports, government returns and for surveys, statistical groups and to other external agencies. Meets agreed deadlines and maintains clear audit trails.
9. Assists in the annual close of accounts processes, ensuring departmental staff are informed of deadlines and requirements and contributes towards effective training, guidance and assistance to ensure the department’s accounts are closed accurately and by set deadlines.
10. Provides timely information as required for Freedom of Information requests, complaints and other external enquiries
11. To assist the Finance Manager and Head of Business and Finance Support with the preparation of the Directorate’s annual fees and charges reports, ensuring charges are reviewed in line with the Councils’ charging policies.
12. Contributes to the department’s response to internal and external audit reports where appropriate, working jointly with managers to ensure the necessary responses and remedial action plans are in place and proactively alerting managers of any concerns and assisting in procedural and system reviews.
13. Ensure R&M expenditure is coded correctly, perform budget virements when required, monitor spend levels for specially funded projects throughout the year. Maintain service charge database and liaise with Area teams on the state of the Service charge review exercise.
14. Respond to adhoc Service charge queries from leaseholders, Co-ops and Councillors

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To ensure 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
* To support ways of working that ensure residents and stakeholders are actively engaged in the future of the function and are able to influence decision making.
* To contribute as required to the commissioning, market testing and contract management of services
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* To work as required in ways that develop good working relations and collaborative arrangements with internal and external stakeholders
* 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 Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

Assists in the preparation, control, monitoring and revision of the annual budget, and assists in ensuring accuracy of financial reporting, including identifying errors and proactively correcting these in a timely way.

**Current team structure**

**Person Specification**

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| --- | --- |
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**Our Values and Behaviours[[1]](#footnote-1)**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working.

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| **Person Specification Requirements** | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Working knowledge and understanding of local government finance | **Y** |  | **A/I** |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Experience of budget management and forecasting |  | **Y** | **A/I** |
| Computer literate, with experience of Microsoft word and advanced use of Excel including complex formulae and functions. | **Y** |  | **I/T** |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Effective communication skills, both written and verbal. | **Y** |  | **A/I** |
| Numerate, methodical and organised. | **Y** |  | **A/I/T** |
| Ability to work accurately and to meet deadlines. | **Y** |  | **A/I** |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| An appropriate Finance qualification or Local Government experience at. | **Y** |  | **A/I** |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-1)