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

**Job Description**

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| **Job Title:** Financial Control Officer | **Grade**: SO1-PO1 |
| **Section:** Financial Management | **Directorate:** Resources |
| **Responsible to following manager:**Financial Controller | **Responsible for following staff:****N/A** |
| **Post Number/s:**4 Posts | **Last review date:**April 2016 |

**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**

Responsible for carrying out routine financial control functions and providing technical financial support to the relevant department

Assists in developing 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**

Assists in 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.

Assists 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.

Assists in the maintenance of files for budgetary control purposes, ensuring that data on file represents the approved budget for the current and future financial years. Assists with the monthly budget reconciliation for budget variations and other adjustments.

Liaises with service managers on routine aspects of budget management, coding and control.

Assists in the managing of a specified range of services or accounts, 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. Annually assists in drafting a report on outturn for the financial year for presentation to Committee. Attends on the Councils’ auditors (both internal and external) as required.

Assists in the production of monthly statements comparing expenditure and income with budgets to identify variances from patterns of approved expenditure for inclusion in capital and revenue monitoring reports to the Finance Directorate and Directors’ Board.

Assists in the completion of government returns, statistical returns and other information requests after researching all necessary financial and service information. Maintains records and analysis as necessary and makes cross checks and comparisons required to support the accuracy and justification of claims. Deals with subsequent enquiries and monitors receipt of grant income.

**Progression to SO2**

Assists in the reorganisation of financial information reporting structures to match Committee functions and CIPFA recommended structures. Carries out research and undertakes enquiries as required to assist in group functions and financial appraisals where appropriate.

Assists the service department in proper accounting, budgeting and forecasting by dealing with queries and advising service managers on general aspects of financial control.

**Progression to PO1**

Responsible for routine financial control functions for a specified range of services or accounts, carries out more complex research and detailed calculations in support of the Financial Controller and others in providing financial appraisals for presentation to Members, Directors or departmental management.

Assists in the annual budget review process involving detailed exercises to identify, research, calculate and incorporate the effects of inflation and other developments, including in preparation of annual charges reports requiring reviews of income and charges.

**Generic Duties and Responsibilities**

To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.

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.

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.

**Current team structure**

**Person Specification**

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| **Section:** Financial Management | **Directorate:** Resources |
| **Responsible to:**Financial Controller | **Responsible for:****N/A** |
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**Our Values and Behaviours**

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:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by A & I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| A good understanding of basic accounting principles and structures, particularly of arrangements for budgeting, accounting and reporting the costs of service activity | A & I |
| **Experience**  |
| Practical experience in a budgetary control, accounting and financial reporting environment | A & I/T |
| Experience in local authority financial management | A & I |
| **Skills**  |
| Methodical and meticulous approach/ working papers/ spreadsheets for dealing with complex tasks and high value claims | A & I/T |
| Ability to reconcile, analyse, evaluate and present complex data | A & I/T |
| Ability to understand complex guidance, procedures and systems | A & I |
| Ability to prepare effective financial statements, claims and reports | A & I/T |
| Ability to liaise effectively with service department contacts, in both verbal and written communication | A & I/T |
| Proficient IT skills to use spreadsheets, financial systems and other relevant packages for analysis and presentation | A & I/T |
| Ability to plan and carry out own workload to meet targets and agreed deadlines  | A & I |
| **Qualifications**  |
| Fully qualified AAT or relevant experience | A & C |

**A - Application form**

**I – Interview**

**T – Test**

**C - Certificate**