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

**Job Description**

|  |  |
| --- | --- |
| **Job Title:** Principal Financial Control Officer | **Grade**: PO2-PO3 |
| **Section:** Financial Management | **Directorate:** Resources |
| **Responsible to:**Financial Controller | **Responsible for:** |
| **Post Number/s:**4 posts | **Date**April 2016 |

**Working for the Richmond/ Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough 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 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 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 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**

|  |  |
| --- | --- |
| **Job Title:** Principal Financial Control Officer | **Grade**: PO2-PO3 |
| **Section:** Financial Management | **Directorate:** Resources |
| **Responsible to:**Financial Controller | **Responsible for:** |
| **Post Number/s:**4 posts | **Date**April 2016 |

**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.

|  |  |
| --- | --- |
| **Requirements** | **Assessed by A &**  **I/ T/ C** |
| **Knowledge**  |
| A good understanding of basic accounting principles and structures |  |
| **Experience**  |
| Local authority experience in a budgetary control, accounting and financial reporting environment |  |
| Evidence of planning /managing a complex timetable of tasks |  |
| **Skills**  |
| Ability to interpret complex written guidance and formulae |  |
| Ability to compile complex statistical information for subsidy claims and statistical returns; and to devise validation tests to ensure accuracy of the result |  |
| Meticulous approach/ working papers for dealing with complex tasks and high value claims |  |
| Ability to draft financial committee reports and to identify issues for draft financial comments on service developments to officer and member-led meetings |  |
| Good interpersonal skills to liaise with senior staff and external auditors |  |
| Basic supervision skills to manage input by other staff to shared tasks |  |
| Proficient IT skills to use spreadsheets, financial systems and other relevant packages for analysis and presentation |  |
| Ability to plan and carry out own workload to meet targets and agreed deadlines |  |
| **Qualifications**  |
| Part qualified CCAB or equivalent, fully qualified AAT or substantial relevant experience |  |