

Job Profile

Provisional Job Title: Principal Financial Control Officer	Grade: PO2-PO3
Section: Financial Management	Directorate: Finance
Responsible to: Financial Controller	Responsible for:
Post Number/s: 4 posts	Date March 2024

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 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.

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Our Values and Behaviours

Our values have been built to capture the best of how we work together and to inspire the change we need to create in our culture.

The five statements are clear, directional and demanding. They build on our good governance and reliability, emphasising the need for all of us, whatever our role, to show leadership, to be confident, imaginative and creative.

As an organisation that's come together to represent a broader part of London, we reaffirm our commitment to embrace difference, to connect even more deeply and widely and to show compassion and empathy for the people we work with and the people we serve.

Our new values are:

- Think bigger
- Embrace difference
- Lead by example
- Connect better
- Put people first

Shaping our way ahead together

Think bigger

Our work is important and challenging. It takes a mix of vision, idealism and ideas to do it well. We use our imagination and creativity to see further, solve problems and make positive change. We find time to plan ahead. We're ambitious. We're not afraid to do things differently or challenge the status quo.

Embrace difference

Our energy and empathy, our strength and ideas come from our mix of different minds. Whoever we are, whatever gender or sexuality, ethnicity or cultural background, whatever health conditions or impairments we may or may not have, however we think and whatever we believe, we support each other to bring our unique perspectives and experiences to work. We don't stand by, we stand up for each others' differences and call out bad behaviour when we see it.

Connect better

We're a big team working across two boroughs. The way we connect, share knowledge and collaborate with each other and our partners makes the difference for our residents. We're open to ideas and inspiration from different places, across our organisation and beyond. We build bridges and break down barriers inside and out. We're ready to adapt and adjust to get the most out of working together.

Lead by example

Whoever we are, whatever we do and whatever role we play, we can all show leadership. We all bring different skills and experience, but we're united by the pride we take in our work and by the standard we set on behalf of our residents. We're always ready and ready for anything. We're dependable, we strive to improve and we support each other. Whoever we are and whatever we do, we're prepared to step up and take responsibility.

Put people first

Our work is all about people. About how we, as people, do the best we can to help the people of Richmond and Wandsworth to thrive. We put ourselves in the other person's shoes. We treat each other and our residents with compassion and respect. And whatever we do, we focus on what it means for the people we work with and the people we serve.

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	E		A & I
Local authority experience in a budgetary control, accounting and financial reporting environment	E		A, I & T
Experience	Essential	Desirable	Assessed
Evidence of planning /managing a complex timetable of tasks Desirable		D	A & I
Ability to interpret complex written guidance and formulae		D	T

Skills	Essential	Desirable	Assessed
Ability to interpret complex written guidance and formulae		D	T
Ability to compile complex statistical information for subsidy claims and statistical returns; and to devise validation tests to ensure accuracy of the result		D	T
Good interpersonal skills to liaise with senior staff and external auditors	E		I
Basic supervision skills to manage input by other staff to shared tasks		D	I
Proficient IT skills to use spreadsheets, financial systems and other relevant packages for analysis and presentation	E		I & T
Ability to plan and carry out own workload to meet targets and agreed deadlines	E		I
Qualifications	Essential	Desirable	Assessed
Part qualified CCAB or equivalent, fully qualified AAT or substantial relevant experience	E		A & C

A – Application form / CV
I – Interview
T – Test
C - Certificate