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Job Profile

Provisional Job Title: Principal Finance Officer (Highway Operations and Street Scene / Traffic and Engineering)	Grade: PO2-PO5
Section: Finance Division	Directorate: Environment and Community Services
Responsible to: Head of Finance and Support	Responsible for: Finance Officer
Post Number/s:	Date 24/03/16

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 your development and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

The post will support the management team and budget holders in one or more division(s) in the Directorate on all financial matters including budgets, budget monitoring, value for money, technical issues and management reporting as well as



supporting the Head of Finance. There is also an expectation of project work of an ad hoc nature.

Specific Duties and Responsibilities:

The purpose of this role is to ensure that accurate and timely financial information is provided to the budget holders of the Directorate.

The key responsibilities are

1. To provide comprehensive professional financial management services directly and through the management of the staff, and for maintaining, monitoring and controlling the directorate budget.
2. To prepare revenue and capital monthly/quarterly/annual management accounts for a specific number of service areas as allocated.
3. To review Member reports to ensure that finance comments are accurate and provide sufficient detail for members to be able to make key decisions.
4. To provide financial information for statutory and non-statutory returns.
5. To work with budget holders to help them understand their budgets and provide accurate budget monitoring information, providing training as required.
6. To support budget holders in the review of fees and charges, analysis of tenders, investment appraisals and other financial matters.
7. To undertake detailed analysis of income and expenditure profiles and trends to provide projections on a sound basis.
8. To provide information for internal/external audit as required.

Progression to grade PO3

9. Inform budget and senior managers where appropriate where specific budgets are being over / underspent. Produce ad hoc reports when requested and provides support and guidance to operational managers to enable them to optimise use of the Councils' budgetary control systems.
10. Answer ad hoc financial queries, including complex enquiries, when requested by budget and senior managers.



11. To lead on efficiency projects in the Directorate as required;
12. To lead on the improvement of internal controls and processes to ensure that we operate efficiently.

Progression to grade PO4

13. Maintain a continuous programme of monitoring the financial performance of the directorate, proactively identifying and resolving issues that arise, and taking appropriate corrective action, including supporting budget managers in their decision making.
14. Responsible for year-end accounting procedures ensuring that all income and expenditure is accounted for in line with the relevant accounting regulations.
15. Oversees the effective preparation of outstanding liabilities and other year-end procedures ensuring that staff are informed of deadlines and requirements and providing effective training, guidance and assistance where appropriate.
16. Demonstrates a professional and collaborative relationship with Corporate Finance, ensuring that any information requested is provided in a timely fashion.

Progression to grade PO5

17. Contributes to the development of medium and longer term financial plans, devising strategies for ensuring budgets and savings targets are achieved and assists in their implementation and monitoring.
18. Reviews the integrity of directorate financial and administration standards, policies and procedures, proactively recommending improvements in financial controls, systems and performance.
19. Deputies for Head of Finance when requested.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the Borough's of Wandsworth and Richmond services.
- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.



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- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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 Council's duties and responsibilities for safeguarding children, young people and adults as they apply to your 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

The Finance Division may receive occasional payments by cheque or cash and is responsible for ensuring these are taken to Corporate Finance promptly for banking. The Division takes credit and debit card payments over the phone.

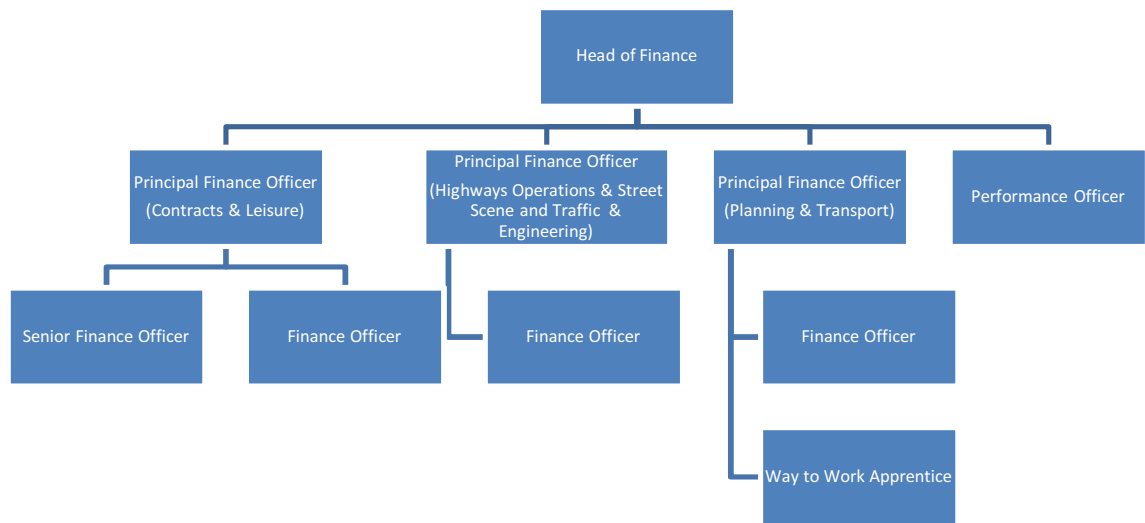
Posts managed may be based in both Richmond and Wandsworth.

The post will supervise the following posts:

Finance Officer Scale 6 – SO2



Current team structure





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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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Requirements	Assessed by A & I/ T/ C
Knowledge	
Knowledge of local authority accounting including the Statement of Recommended Practice and other relevant codes of practice	A/I
Knowledge of legislation affecting local government finance and service delivery	A/I
Experience	
Experience of successfully leading or managing high-performing teams of staff.	
Experience of undertaking complex financial calculations including options appraisals, sensitivity analysis and variance analysis	A,I
Experience of simplifying complex financial issues and presenting them in a manner that the recipient understands	I/T
Experience of designing complex spreadsheets and using them as models for decision making	I/T
Skills	
Advanced Excel spreadsheet skills required	I/T
Proven oral, written and presentation skills to provide clear and concise messages in a variety of internal and external contexts	
Ability to apply problem solving skills on complex issues and make recommendations to avoid problems arising in the future	I/T
Ability to plan and manage conflicting priorities, handle multiple demands for service and meet deadlines under pressure	I/T
Qualifications	
CCAB part qualified (preferably CIPFA) (Desirable)	A
Member of the Association of Accounting Technicians (Desirable)	A