

**JOB PROFILE**

<b>Post No.</b>	
<b>Post Title:</b>	Funding and Treasury Officer
<b>Unit/Team:</b>	Financial Services
<b>Grade:</b>	Grade E/F (depending on professional qualification and experience)
<b>Service:</b>	Finance & Performance
<b>Reports to:</b>	Lead Accountant
<b>Issue Date:</b>	August 2021

**PURPOSE OF THE JOB**

The purpose of this role is to take an active role for accounting and other financial activities relating to Funding and Treasury Management activities, in addition providing support and guidance to the Lead Accountant and Technical and Finance Manager on technical accounting matters.

In addition, the post is also to assist the Financial Services Team to provide financial advice and assistance on all aspects of financial activity from initial draft budget preparation to the completion of final accounts for audit.

**1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1.1 To build strong working relationships with external funding advisors, treasury advisors and Collection Fund stakeholders.
- 1.2 To support the annual budget setting process, with responsibility for corporate funding and Collection Fund, and production of the medium term financial plan in accordance with legislative requirements and accounting standards.
- 1.3 To support the Lead Accountants with the annual Council Tax Setting process including, Parish Precepts, Special Expenses and the Council Tax Resolution.
- 1.4 Assist the budget monitoring process, with responsibility for corporate funding and Collection Fund and Treasury Management, producing and presenting Finance and Performance reports for both internal and external stakeholders.
- 1.5 Assist with and contribute to Committee/Cabinet/Senior Management team reporting. Supporting the review of financial implications, ensuring all information presented to enable informed decisions to be made by the Senior Management team and members.
- 1.6 To support the Collection Fund year end accounting of Council Tax & Business Rates and to ensure the transactions of the Collection Fund follow statutory requirements.

- 1.7 Assist with the production of the Council's Financial Statements, Whole of Government Accounts and the external audit.
- 1.8 Manage Treasury Management activity including monitoring investments to ensure compliance and adequate rate of return and daily cash management including the bank account.
- 1.9 Work with Lead Accountant to ensure VAT treatment is correct and providing guidance to others.
- 1.10 Undertake financial appraisals to advise on strategic investment options, in accordance with the Council's relevant strategies.
- 1.11 Assist with the preparation for and implementation of changes to accounting regulations.
- 1.12 Assist with business planning resulting in robust financial data that can be relied upon for decision making.
- 1.13 Assist with the preparation of information for various financial plans, strategies and publications including the Treasury Management Strategy.
- 1.14 Assist with and where appropriate prepare and calculate financial information for statistical returns.

## **2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 Provide training and development of staff carrying out financial activities throughout the Council as requested/required.
- 2.2 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

## **3. SUPERVISORY RESPONSIBILITIES**

Supervise individual tasks.

## **4. FINANCIAL RESPONSIBILITIES**

- 4.1 The post-holder has no financial responsibility but will assist in the provision of financial information and reporting and the preparation of the Council's budgets.
- 4.1 To ensure adherence to the Council's financial rules and procedures as set out below:  
The Council's rules and procedures for all financial activities are set out in the Council's Constitution within Contract Standing Orders (part 3f) and Financial Standing Orders (part 3g). More detailed guidance on specific financial activities is provided in a series of Financial Instructions.

All employees who carry out any financial activities must ensure that they are familiar with, and comply with at all times, the Council's financial rules and procedures.

## **5. RESPONSIBILITY FOR ASSETS AND DATA**

5.1 The post-holder has no direct responsibility for assets or data but will be required to:

- Maintain and update the Council's Financial Management system
- Maintain and update the Council's Treasury Management system
- Update corporate and local performance management systems

In accordance with system administration guidance.

## **6. EXTENT OF PUBLIC CONTACT**

The post holder mainly deals with internal customers ranging from peersto Executive Directors and Councillors. External dealings will generally be with other local authorities and associated organisations.

## **7. WORKING CONDITIONS AND ENVIRONMENT**

Office based or agile working.

The post holder may occasionally be required to attend Committee meetings as the Finance representative and deputise for others as required. This will result in the post holder working outside normal working hours on these occasions.

## **8. CORPORATE RESPONSIBILITIES**

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

**9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Postholder

Date

## PERSON SPECIFICATION



### Post: Funding and Treasury Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

<b>Criteria – grade E</b>	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
Wide knowledge and at least three years experience in a professional finance environment preferably within the public sector.	E	A,I,R
Competent in the use of a financial management system to produce budget reporting, annual accounts and financial statements in accordance with the CIPFA Accounting Code of Practice.	E	A,I
Minimum of AAT qualification (or other equivalent qualification)	E	A,I,D
Verbal communication skills that include explaining financial concepts to non finance staff	E	A,I
Ability to work under pressure	E	A,I
Plan ahead and priorities own time management and organisational skills	E	A,I
Able to demonstrate written skills to communicate complex information clearly and concisely.	E	A,I,T
Ability to develop good working relationships with key customers	E	A,I
Knowledge Microsoft applications including Teams, Word, Excel and Outlook	E	A,I
Ability to learn quickly and understand complex issues	E	A,D
A commitment to work within our CAN DO values	E	A, I
A knowledge of the Treasury Management function preferably in a local authority setting	D	A,I
A knowledge of the Collection Fund framework	D	A,I
Commitment to studying and further development.	D	A,I
Good presentational and training skills.	D	A,I

Ability to think outside the box.	D	A,I
Knowledge of the application of a Council's Financial Standing Orders, Contract Standing Orders and Financial Instructions.	D	A,I
Understanding of a Local Authority's annual planning and performance monitoring cycle and knowledge of financial reporting requirements.	D	A,I
Knowledge and experience of budget preparation and budget monitoring.	D	A,I

<b>Criteria – grade F (Accountant role)</b>	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
Wide knowledge and experience of funding in a professional finance environment preferably within the public sector.	E	A,I,R
Competent in the use of a financial management system to produce budget reporting, annual accounts and financial statements in accordance with the CIPFA Accounting Code of Practice.	E	A,I
Must be a fully qualified member of one of the five accountancy institutes in CCAB or CIMA, preferably CIPFA	E	A,I,D
Expertise in the Treasury Management function	E	A,I,T
Expertise in Collection Fund Accounting	E	A,I,T
Confident in working under own initiative and make decisions where necessary	E	A,I,R
Verbal and written communication skills that include explaining financial concepts to non-finance staff.	E	A,I,T
Ability to work under pressure	E	A,I
Confident forward planning and priorities own time management and organisational skills	E	A,I
Able to demonstrate written skills to communicate complex information clearly and concisely.	E	A,I,T
Ability to develop good working relationships with key customers	E	A,I
Excellent knowledge of Microsoft Applications including Teams, Word, Excel and Outlook and experience in the production of complex calculations and reports for financial purposes.	E	A,I,T
Ability to learn quickly and understand complex issues	E	A,D

A commitment to work within our CAN DO values	E	A, I
Strong presentational and training skills.	E	A,I
Ability to think outside the box.	D	A,I
Knowledge of the application of a Council's Financial Standing Orders, Contract Standing Orders and Financial Instructions.	D	A,I
Understanding of a Local Authority's annual planning and performance monitoring cycle and knowledge of financial reporting requirements.	E	A,I
Knowledge and experience of budget preparation and budget monitoring.	E	A,I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D