

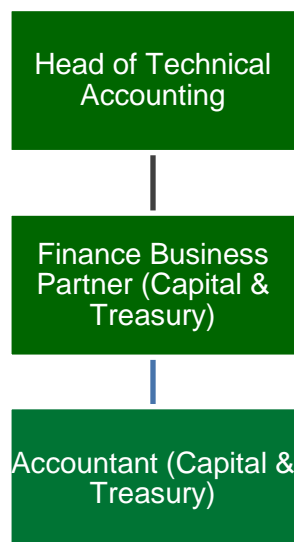
# Job Description

Post Title	Finance Business Partner (Capital & Treasury)
Post Number	415
Business Unit	Finance and Estates
Business Unit team	Finance
Accountable To ( <i>Line Manager</i> )	Head of Technical Accounting
Responsible For ( <i>Direct Reports Post Title</i> )	Accountant (Capital & Treasury)

## Job purpose

This critical role is the senior capital and treasury accounting role within finance responsible for providing lead expert advice, managing, maintaining, and reporting on the councils capital and treasury strategy. The role reports to the Head of Technical Accounting and manages Treasury and Capital Accountant.

## Organisational position



## Key tasks, duties, responsibilities and accountabilities of the post

- a) Effectively manage a team (currently one) providing support and development.
- b) Lead on all Capital and Treasury functions for the council's general fund (GF) and housing revenue accounts (HRA)
- c) Providing technical advice, guidance training and support to service managers to enable delivery of the councils approved capital programme.
- d) Research financial implications in order to support decision making, including financing changes , taxation and leasing issues. Prepare written advice where appropriate, including as part of formal reports.

- e) Play a lead role in quarterly capital budget monitoring in liaison with the service managers challenging forecasts where appropriate to ensure the integrity and robustness of the quarterly budget monitoring reports.
- f) Lead on the production of the annual capital strategy managing the annual budget setting process including financing.
- g) Maintaining and advising on the strategy for the medium term financial plan including, revenue costs of decisions, borrowing and prudential code implications, and compliance with the Code for Local Authority Accounting, and capital financing legislation and statutory instruments issued from time to time.
- h) Calculating the councils statutory prudential indicators, ensuring that the revenue implication of any gaps in resourcing (interest and MRP), are reported in the councils revenue budgets. Also ensuring that the councils borrowing limit complies with regulations.
- i) Lead on producing the council's Treasury Management Strategy and treasury reporting during the year, including maintaining up to date CFR, MRP and treasury estimates for GF and HRA.
- j) Manage the councils working capital requirements, ensuring cash forecasting is current and fit for purpose, and treasury investments and borrowing are managed and reported in accordance with the TMMS and the Cipfa code.
- k) Lead on preparation and submission of all capital and treasury government returns
- l) Prepare the accounting elements of the council's capital programme working in conjunction with Service Managers and Finance Business Partners to ensure that only expenditure that is capital is in the programme, and advising budget holders as appropriate ensuring that approvals are in place, and that the resource is identified to finance any additions.
- m) Develop and maintain the financial asset register (RAM), ensuring that it is compliant with changing requirements. Liaise with auditors over the valuation estimates pertaining to the asset register. Ensure RAM reconciles with the finance system (Centros)
- n) Assist with all, and lead on a number of, aspects of general Statement of Accounts closure

### **The role's key contacts and level of relationships with individuals, groups of people, agencies and external organisations**

- Responsible for liaising with External Audit Team in relation to capital during the Statement of Accounts audit and reporting any issues to the Head of Technical Accounting.
- To facilitate the Capital and Assets Group and meet with capital service managers regularly to discuss capital monitoring and capital strategy including finance
- To attend and participate (if required) in any Service Management Teams, contributing in all areas of operational and management issues. Assist in problem solving and advising on financial solutions and procedures to secure funding.
- To attend the Finance Accountancy team meeting in order to have a good working knowledge of all the activities of the Authority and so provide assistance and cover for the Group Accountants

- To deliver financial training to non-finance staff and members in the Council, such as year-end training, the budget monitoring process, the use of Centros (SBC Financial software) and treasury training.

### **Governance, Corporate and other responsibilities**

- Undertake any additional responsibilities as directed by the line manager commensurate with the level and grading for the role
- Adhere to the Council's policies, rules and procedures including, Health and Safety, Equal Opportunities, all other legislative responsibilities, governance, financial and procedural rules.
- Ensure compliance to the organisation's Code of Conduct in the delivery and provision of services to staff and the community

### **Safeguarding**

- Stevenage Borough Council (SBC) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers and recruitment candidates to share this commitment. SBC shall take all reasonable steps to employ staff who are safe to work with children, young people and vulnerable adults. For posts identified with regular contact with these groups applicants will be required to undertake a Value Based Interview. The council supports the legislative requirements for employing and maintaining safer staff and the guidance specified by [Hertfordshire Safeguarding Adults Board](#).

# Person Specification

	<b>Required Skills and Competencies</b>	<b>Essential or Desirable</b>	<b>How to be Assessed</b> Application Test Interview
<b>Knowledge, Skills and Abilities</b>	Minimum of 5 GCSE including maths and English	Essential	Application/Interview
	CCAB Qualified	Essential	Application/Interview
	Interpersonal and communication skills necessary to gain and sustain the confidence of colleagues and members.	Essential	Application/Interview
	Proficiency in financial modelling, cash flow forecasting, and Microsoft Excel.	Essential	Application/Interview
	Excellent analytical and interpretation skills in order to recommend solutions to complex problems, and to analyse and comment on complex data.	Essential	Application/Interview
	Strong organisational skills in order to manage workloads and to respond to priorities in a busy working environment.	Essential	Application/Interview
	Staff supervisory skills in order to effectively manage, motivate and train support staff.	Essential	Application/Interview
	Thorough understanding of current local government accounting practice and procedures, with particular knowledge of the provisions of the CIPFA Code, International Financial Reporting Standards, and the Prudential Code.	Essential	Application/Interview
	Knowledge of the latest issues affecting local government	Essential	Application/Interview
<b>Experience</b>	Extensive experience in a capital finance role preferably within a Local authority or similar complex / large organisation delivering finance services.	<b>Essential</b>	Application/Interview
	Experience of interpreting, advising and implementing technical accounting requirements.	<b>Desirable</b>	Application/Interview

	<b>Required Skills and Competencies</b>	<b>Essential or Desirable</b>	<b>How to be Assessed</b> Application Test Interview
	Experience of preparing capital, and asset information for statutory accounts and maintaining and reconciling fixed asset registers	<b>Essential</b>	Application/Interview
	Experience of financial accounting and statement of accounts preparation in a large public sector organisation or similar.	<b>Desirable</b>	Application/Interview
<b>Behaviours and Competencies</b>	Effective Decision Making - Takes decisions as required of role and demonstrates ownership of these, even when the decision may be unpopular	Essential	Interview
	Adaptable to change - Initiative-taking in improving systems and structures to deliver more streamlined services	Essential	Interview
	Communicating and Engaging - Ensures effective two way communication to ensure a clear understanding of strategic objectives	Essential	Interview
	Collaboration -Develops a network of relationships with a range of stakeholders across the organisation to support effective service delivery	Essential	Interview
	Effective Performance- Proactively identifies personal and team development needs, taking account of current and future organisational requirements	Essential	Interview
	Financial Awareness - Raise awareness of financial information and accountability with teams	Essential	Interview
<b>Any other attributes required for the role not mentioned above</b>	Flexible, motivated and the ability to work unsupervised	Essential	Interview
	Ability to deliver effective training to non-financial staff	Essential	Interview