

Job Description



This job description may be amended from time to time dependent on job requirements and Service provision.

Section A

Post Title: Team Leader - Finance

Location: Teith House

Reports to post (Title): Chief Officer - Finance

Service: Finance

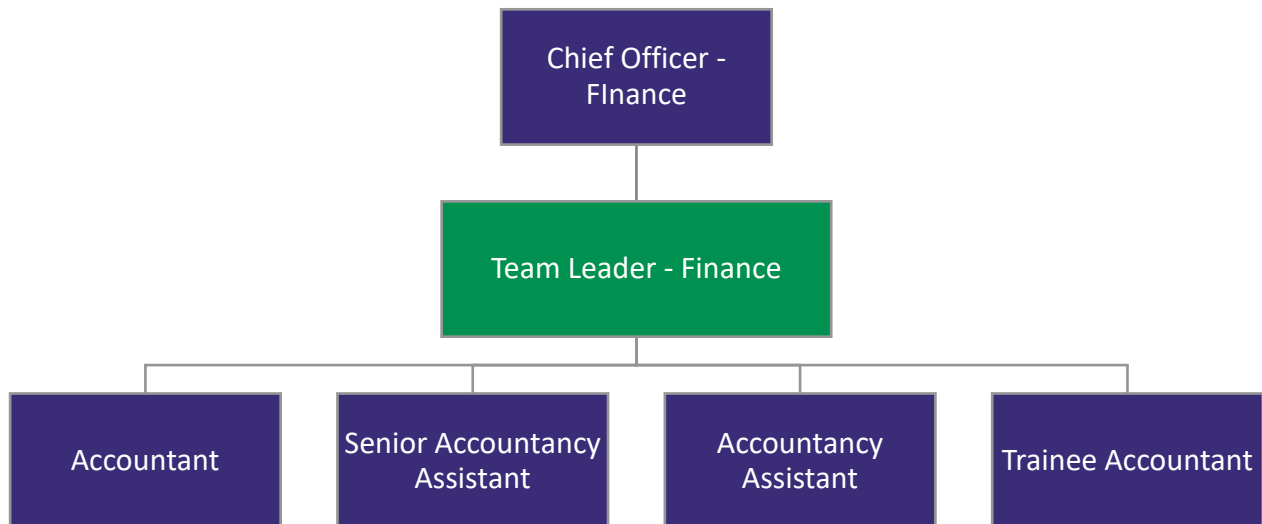
Grade: JE13

Eval Ref: 3287

Date: January 2020

Section B

Organisational Relationship



Section C

Principal Purpose and Objectives

This section lists the main (headline) responsibilities/accountabilities of the job.

- To deliver a high quality, professional Corporate Accounting and Accounts Payable function.
- To provide strategic leadership of the Corporate Accounting and Accounts Payable teams aimed at developing and delivering these functional areas in accordance with the Council's strategic objectives, goals and values in a manner that delivers best value.
- To support the Accounting Operations Manager and Chief Finance Officer in providing sound stewardship and effective financial management of the Council's resources.

Section D

Main Duties and Responsibilities

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. Note these are illustrative only and are not exhaustive.

Strategic

- To provide strategic leadership, direction and operational support to qualified and nonqualified staff across the Corporate Accounting and Accounts Payable functions.
- To support the provision of high quality financial management information and provide professional advice to Senior Managers and all budget managers.
- To build partnerships and maintain strong relationships with Senior Officers, and their management teams, delivering insight and analysis that allows non-financial managers to take strategic and informed decisions to drive better performance.
- To support the Accounting Operations Manager in developing Finance service workplans, setting functional priorities and targets and ensuring effective deployment of resources.
- To review and develop current processes and practices to enhance service outcomes through best practice, benchmarking analysis and key financial drivers.
- To prepare annual Treasury Management and Capital Strategies in line with relevant legislation and professional Codes of Practice,
- To prepare, maintain and apply Treasury Management Policies and Practices;
- To make decisions in conjunction with the Chief Finance Officer and the Accounting Operations Manager, and in accordance with the Treasury Management Strategy and Policies and Practices, of funding, lending, debt rescheduling, acceptability of treasury instruments and methods of proposed action.

Management

- To effectively manage the Corporate Accounting functional areas.
- To manage employees within the Corporate Accounting functional areas in accordance with the Council's Human Resource policies and support employee development.

- To manage staffing matters including the recruitment, training and development of staff within the Corporate Accounting team.
- To provide effective management and delivery of high quality monitoring and reporting on financial performance against Capital and Loans Fund budgets and identifying any necessary corrective action.
- To deliver financial training to non-financial managers, to improve financial awareness and understanding whilst promoting a self-support culture.
- To deputise for the Chief Finance Officer and Accounting Operations Manager as required.

Operational

- To ensure financial controls are compliant with financial regulations and codes of practice to secure probity and ensure systems are geared to deliver best value.
- To coordinate and prepare service budgets ensuring a link to the Council's 5 Year Business Plan culminating in the preparation of the Council budget setting report - loans fund budget.
- To reference, interpret and apply complex financial data to model financial scenarios in support of development of significant business case projects and option appraisals.
- To provide financial commentary to all Committee and Council Management Team papers ensuring use of clear language to be understood by non-financial managers and elected members.
- To provide objectivity and constructive challenge to identify areas requiring change or improvement in delivery of more efficient outcomes ensuring key operational targets are being met in collaboration with senior management.
- To coordinate the completion of all statutory financial returns, interpreting and understanding the indicators that impact on Council funding to maximise grant settlements.
- To effectively co-ordinate and prepare the Council's Annual Accounts within statutory timescales and liaise with external auditors through the audit process and audit appointment term.
- To supervise the treasury dealing operations and to ensure that appropriate recordings relating to the loan and investment portfolio are maintained.
- To meet treasury reporting requirements and provide all other information as required on transactions, cash flow, debt instruments and other areas as appropriate.

- To maintain the loans fund register, to prepare loans fund budgets and all aspects of monitoring information and a full accounting function in relation to the loans fund.
- To design, prepare and maintain daily and long-term strategic cash flow projections for the whole Council.
- To provide HMRC with information required for tax deductions and for tax assessments in relation to the Treasury Management function and in accordance with the taxation guidance. Preparation of any required annual tax returns.
- To complete statistical returns and to provide information for Scottish Government returns in relation to the Treasury Management and Loans Fund functions.
- To monitor the in-year General Services Capital Programme and support and participate in the relevant capital delivery / operational groups / boards / committees.
- To gather information and prepare Capital Monitoring Overview Reports for relevant Senior Managers, Chief Operating Officers, Council Management Team and Committee.
- To complete statistical returns in relation to Capital.
- To assist in the preparation of the Capital Programme Budget.
- To prepare year-end accounting entries in respect of Capital for annual accounts purposes.
- To prepare year-end accounting entries & disclosures in respect of financial instruments for annual accounts purposes.
- To prepare & submit monthly VAT returns, including the undertaking of sample checks.
- To complete the annual VAT Partial Exemption calculation.
- To provide VAT advice, guidance & support as required.
- To undertake procurement exercises in relation to contract awards for the Council's banking services, treasury management advisors and other Corporate Accounting contract requirements.
- To provide guidance, advice, supervision to others involved in supporting the Corporate Accounting functional areas and be able to transfer learning and experience from different environments to meet new challenges.

GENERAL: The above list of duties is not exhaustive and also serves to illustrate the range of additional tasks which may be undertaken from time to time as appropriate to the nature of the post.

NB: The contents of this Job Description may change as the Council develops its organisational structures and refines the allocation of functions amongst and within the Services.

Section E

Responsibility for Physical Assets, Data and Finance

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data**, e.g. computers, record keeping, **finance** e.g. budget holding/monitoring/cash handling.

- Line Management responsibility for employees within the Corporate Accounting functional areas.
- Responsible for budget setting for Services across the Council in accordance with the Councils Scheme of Delegation and Financial Regulations.
- Responsible for ensuring budget monitoring is completed for both Council Management Team and Council Committees in a timely and informative manner.
- Responsible for the Council's Treasury Management function i.e. cash in bank accounts.
- Responsible for administration and development of Corporate Finance Systems.

Section F

Communications Skills

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

- Take the lead on developing partnerships and excellent working relationships with key service partners.
- Present complex financial information in an appropriate format and understandable manner that meets Service needs and enables good decision making.
- Provide formal training to officers and budget holder at all levels.
- Develop relationships with senior management, key service partners and other agencies.
- e.g. External Audit, Scottish Government, Treasury Management Advisors, Brokers, Banks, HMRC, Vat Advisors, Software Suppliers, etc.

Section G

Mental Skills

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Dealing with confidential information.
- Interpretation and analysis of complex data.
- Required to handle complex information, analyse problems, think ahead and find solutions.
- Required to be flexible, pro-active, problem solver, able to show judgement and common sense.
- Must understand the business of the Service.
- Understanding of operational information systems.
- Work to tight timescales under competing pressures.
- Manage multiple competing demands.
- Be flexible within a working environment.
- Keep abreast of changes to Accounting Standards, policies and regulations.

Section H

Working Environment and Physical Effort

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

- The post is indoors/office based. Some travel to external meetings will be required.
- Provide effective support to other staff whilst demonstrating accessibility and approachability.

This may mean working outside contracted hours of employment.

Section I

Knowledge and Skills

This section details the knowledge and skills including any qualifications, specific training or experience required.

Essential Criteria:

- CCAB qualified accountant and preferably educated to degree level or equivalent.
- Extensive experience and knowledge of Local Government Finance and relevant legislation affecting the provision of the service, along with professional knowledge and expertise covering functional areas.
- Experience of managing budgets, working in a local authority setting, managing people, preparing Committee Reports and presenting recommendations to Committee, contributing to Service Planning and strategic direction of the Service.
- Experience of leading change within a complex organisation with an ability to lead significant initiatives within the service or corporately working across, and with, a range of services, professions and partners including senior officers and elected members.
- Business planning skills are essential along with sound organisational skills.
- Highly developed communication skills along with proven experience in influencing, negotiating and facilitation of complex projects and initiatives.
- Highly numerate and computer literate.
- Project Management skills and experience.