

## JOB SUMMARY

<b>Post Title</b>	<b>Treasury Accountant (career grade role 10-12)</b>						
<b>Job Family</b>	<i>Business Support</i>	<b>Pay Range</b>	10	<b>Line Manager to others?</b>	No	<b>Role profile ref</b>	BS10
<b>Service Area</b>	<i>Financial Management</i>						
<b>Line Manager</b>	<i>Finance Manager – Financial Accounting</i>						
<b>Location</b>	<i>Flexible remote and office-based working (County Hall, Newport, Isle of Wight)</i>						

**Job Purpose**

To provide a broad range of complex corporate accounting services to the council including responsibilities for managing the council's banking, investment and borrowing transactions including the operational forecasting and reporting activities of the councils treasury management function.

To contribute to the medium-term financial strategy to ensure that the council can plan and safeguard its resources in order to deliver a sustainable financial position, through responsibilities around high value reconciliation of balances and contributions towards treasury, investment and capital strategies.

- Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**
- Support the Finance Manager – Financial Accounting in the planning and co-ordination of the year-end closure of accounts process, through treasury and capital financing information, and related formal notes to the accounts to ensure compliance with relevant statutory and council reporting requirements.
  - To demonstrate an awareness of the requirements of the council cashflow forecasts overseeing with high accuracy and vigilance daily transactions on the financial markets coordinating the overall cash position of the council including transfers and interest calculations.
  - Promote the production of good quality working papers for external audit and be a contact in providing advice to all stakeholders (internal & external to Financial Management) on financial management standards, Codes of Practice and other key issues.
  - Motivate cross-function team members on developments and identify improvements in treasury management practices eg quarterly treasury prudential indicators calculation to minimise completion times and maximise analysis.
  - Research and provide information relating to the production of the Medium-Term Financial Strategy (eg impact of interest payable and receivable) and monitoring the cash limit to ensure that budget information contained within the financial system is consistent with the approved in-year and indicative future year budgets.
  - Participate in the development of links between project accounting, capital financing, asset register, cash flow and treasury management to streamline processes and ensure compliance with CIPFA standards.
  - Develop using existing software and data systems, enhanced cashflow and borrowing information to ensure compliance with statutory and other reporting requirements and identify improvements where appropriate including the impact of finance related system changes.
  - Monitor and control the development of review mechanisms for treasury and capital related performance metrics with a view to developing a robust model utilising the relevant facilities in SAP and related systems.

<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Relevant experience within the service area / profession, with evidence of appropriate specialist knowledge.	<i>Knowledge of local authority or other relevant finance statutory accounting requirements, regulations and policies required to contribute to a full corporate accounting function for the whole of the annual accounting cycle. Working within a Continuing Professional Development environment to ensure skills and knowledge are kept up to date.</i>	<b>E</b>	

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<p>Good knowledge of other areas of the authority relevant to the service.</p>	<p><i>A broad knowledge of the Council's finances is required to be able to assist with maintaining the integrity of the financial systems and to assist with developing the Medium-Term Financial Strategy to deliver the key council corporate priorities.</i></p>	<p><b>E</b></p>	
<p>Authoritative knowledge of the specialist work practices, systems, policies, procedures and professional guidelines relevant to the work area.</p>	<p><i>Authoritative applied knowledge of the accounting requirements for local government is necessary to be able to be a point of contact for VAT to facilitate government compliance checks with high quality working papers and accuracy of accounting to achieve a successful inspection.</i></p> <p><i>Assist in the interpretation of new financial regulations and adapt/implement accounting procedures to ensure accounting compliance is maintained to ensure the statutory requirements of the S151 officer role can be fulfilled.</i></p>	<p><b>E</b></p>	
<p>Excellent communication and interpersonal skills with the ability to engage effectively with a range of audiences and explain specialist information in a way which a non-specialist can understand. Proven ability to build relationships and engage successfully with the stakeholder community.</p>	<p><i>Ability to ensure colleagues, senior managers and members understand and comply with financial regulations. Managing your relationship with treasury and tax advisors is key to effectively resolve complex technical accounting issues to ultimately deliver an unqualified audit opinion for the annual Statement of Accounts.</i></p>	<p><b>E</b></p>	
<p>Good literacy, numeracy and report writing skills. High level of technical expertise in analysis, data manipulation.</p>	<p><i>Excellent ICT skills are required in particular SAP (or similar finance system) and Excel. Extensive manipulation of large amounts of data is required using advanced Excel skills to ensure data is analysed and used accurately to provide intelligence on the council's financial position such as production of the detailed cashflow review Excel documents, suggesting changes as necessary.</i></p> <p><i>SAP is a complex ERP system which often requires bespoke report writing and process development to ensure effective and efficient use of the system for which you will be part of the ensuring best usage.</i></p> <p><i>You will assist with ensuring that the integrity of SAP data is always maintained across relevant reporting structures to achieve sound reporting and planning, such as maintaining the robustness of capital funding reconciliation, and the evaluation of complex multi layered account coding structures.</i></p>	<p><b>E</b></p>	

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Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure standards, outcomes and deadlines are achieved.	<i>This is a very busy and complex technical role dealing with all aspects of corporate accounting. There is a wide range of statutory deadlines throughout the year, therefore good planning and organisational skills are required to meet and manage this requirement. These plans need to be coordinated and communicated effectively to relevant colleagues both inside and outside the finance team. The annual closedown process involves over many months planning for and engaging with multiple teams across the council, facilitating and influencing support in information provision.</i>	<b>E</b>	
Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.	<i>Strong working experience of Microsoft Office 365, Microsoft Teams. Good knowledge of SAP accounting modules.</i>	<b>E</b>	
Experience of contributing to project delivery as part of a team.		<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to level 4 up to first degree standard or equivalent experience in a relevant subject.		<b>E</b>	
Relevant professional / vocational qualification.	<i>Member of the Association of Accounting Technicians (MAAT) or equivalent relevant qualification.</i>	<b>E</b>	
Professional registration may be required.			
<b>Other Requirements</b>			
May require relevant certifications including evidence of fluency in English language			
<b>Organisation Structure (optional)</b>			
<i>Willingness to undertake supported further professional qualification (preferably Chartered Institute of Public Finance &amp; Accountancy - CIPFA) but could also be CIMA, ACCA, or other recognised CCAB qualification.</i>			