

JOB SUMMARY

Post Title	Treasury Accountant (career grade role 10-12)						
Job Family	<i>Business Support</i>	Pay Range	12	Line Manager to others?	No	Role profile ref	BS12
Service Area	<i>Financial Management</i>						
Line Manager	<i>Finance Manager – Financial Accounting</i>						
Location	<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 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 expert knowledge 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 key contact in providing advice to all stakeholders (internal & external to Financial Management) on financial management standards, Codes of Practice and other key issues.
- Lead on and 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.
- Fully plan, monitor and control the development of periodic reporting to the Audit & Governance Committee (or equivalent) including the drafting of reports on performance metrics, compliance, borrowing and investments decisions.
- Support the Finance Manager in ensuring and monitoring the Councils compliance with VAT, facilitating queries and liaising with the Councils professional advisors on a regular basis.
- Horizon scan to identify and interpret new legislation which is likely to impact on the corporate finance function, develop accounting solutions, policies and procedures then communicate effectively the implications influencing financial working practices across colleagues internal and external to Financial Management.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Significant and substantial relevant experience of working in the service area / profession, with evidence of appropriate specialist knowledge of	<i>A wide-ranging & professional level knowledge of local authority or other relevant finance statutory accounting requirements, regulations and policies required to provide a full corporate</i>	E	

JOB SUMMARY

<p>relevant systems, policies, regulations, professional guidelines and legislation.</p>	<p><i>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></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>Authoritative knowledge of relevant policy, work practices, professional guidelines, legislation and a good understanding of emerging developments within the specialist area.</p>	<p><i>Authoritative applied knowledge required of the accounting requirements for local government.</i></p> <p><i>Authoritative knowledge, experience & ability is required to be able to be a key 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>Ability and professional knowledge to interpret 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>E</p>	
<p>Knowledge and experience of contributing to the development of policies, procedures, regulations and practices relevant to the role.</p>	<p><i>The corporate finance team are responsible for developing or contributing to a range of policies, procedure notes and guidance notes. These require reviewing and updating on a regular basis by this role to respond to a changing environment and meet the organisation's needs.</i></p> <p><i>In a highly regulated financial environment to provide professional accounting advice to council colleagues on changing or new financial management standards and Codes of Practice to ensure statutory compliance across the organisation and ensure that statutory treasury accounting requirements are embedded in council policies and procedures.</i></p>	<p>E</p>	
<p>Proven initiative and judgement to research, identify and resolve problems.</p>	<p><i>Information applied in this role is obtained from a wide range of sources including Codes of Practice, International Financial Reporting Standards, Government legislation, CIPFA workshops and briefings. These require interpretating complex regulations and guidance to determine the relevant application to this authority.</i></p> <p><i>An ability to take a reasoned and methodical approach while taking advantage of innovative solutions is required.</i></p>	<p>E</p>	

JOB SUMMARY

<p>Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure.</p>	<p><i>Excellent technical, communication and influencing skills are required to ensure colleagues, senior managers and members understand and comply with financial regulations. This will include influencing all stakeholders including external partners and members in often difficult financial situations where resources are extremely constrained. This will also require influencing skills in dealing with external auditors to deliver an unqualified audit opinion for the annual Statement of Accounts.</i></p>	<p>E</p>	
<p>Thorough knowledge of wider sector / external influences.</p>	<p><i>While local government or other public sector financial reporting is required to comply with International Financial Reporting Standards (IFRS), it also has a range of aspects not found in the private sector. It is also closely controlled and monitored by central government in terms of funding and reporting requirements. This situation requires the ability to acquire specialist knowledge of the local government sector and the statutory requirements, then translate into proposed local impact on accounting treatment and team procedures.</i></p>	<p>E</p>	
<p>Detailed operational knowledge of systems relevant to own area, in terms of functionality, capability and services available.</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 leading on the production of the statutory statement of accounts Excel documents, developing 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 leading on the treasury and capital linked activity.</i></p>	<p>E</p>	
<p>Excellent interpersonal, persuasion, influencing and negotiating skills.</p>	<p><i>Ability to ensure colleagues, senior managers and members understand and comply with financial regulations. This will include influencing all stakeholders including external partners and members in often difficult financial situations where resources are extremely constrained. Managing relationships with external auditors 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>E</p>	

JOB SUMMARY

Excellent planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure 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, directing and influencing support in information provision.</i>	E	
Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure.	<i>The role requirements are principally driven by externally set deadlines and so there must be an ability to formulate a comprehensive forward plan to prioritise tasks to effectively manage conflicting demands. The role also requires the ability to respond to unexpected changes to the plan and to work flexibly to meet deadlines such as reacting to advice from external treasury advisors.</i>	E	
Experience of managing projects, which impact the area of specialism.	<i>Interpreting complex financial regulations such as updates to the Treasury Management Code of Practice and developing accounting solutions/policies and processes to ensure these are correctly adopted by the Council to remain compliant with regulation.</i>	E	
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. Detailed knowledge of SAP accounting modules.</i>	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to degree level or equivalent standard/experience in a relevant subject		E	
Relevant professional / vocational qualification.	<i>Full CCAB accountancy qualification</i>	E	
May require relevant certifications including evidence of fluency in English language.		E	
Other Requirements			
<i>Willingness to undertake further training to achieve the comprehensive requirements of this role.</i>			