

**Job Description:**

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| **Job Title:** | Capital and Treasury Manager | **Date:** | April 2019 |
| **Reporting Line:** | Deputy Treasurer - GMCA | **Salary:** | Grade 11 - £50,682-£55,159 per annum |
| **Team:** | GMCA Finance | **Business Area:** | Treasurer GMCA |
| **Location:** | 1st Floor, Churchgate House, Oxford Street, Manchester. |

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| JOB PURPOSE |
| As a key member of the central GMCA Finance Team this role will provide a wide range of effective short to long term Capital Programme and Treasury Management Services to GMCA.GMCA is at the forefront of delivering complex investment polices across Greater Manchester and this role will assist in providing financial modelling, advice and support in delivering on these policy priorities. The role is crucial to the development and effective delivery of the wide ranging and complex GMCA Capital Strategy and the associated GMCA Treasury Management Strategy and Minimum Revenue Provision Policy.A key part of this role is the effective day to day and long term management of the complex and varied cash flow of GMCA and its Transport Executive TfGM.  |

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| **KEY RELATIONSHIPS** |
| The post holder will develop relationships with key stakeholders and strategic partners including:* GMCA colleagues, the senior management team and key members
* Colleagues and senior managers in Greater Manchester’s wider public sector bodies including TfGM and Greater Manchester Police
* Relevant government departments and the European Investment Bank;
* The appointed Treasury Advisers;
* Internal and External Auditors;
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| **KEY RESPONSIBILITIES**  |
| **Capital and Assets*** Co-ordinate the preparation and delivery of the GMCA Capital Strategy and the GMCA 5 year rolling capital programme including input to GMCAs medium term financial plans and annual revenue budget cycle.
* Produce a wide range of timely reports and briefings to the leadership of GMCA, the Mayor and GMCA pulling together complex capital and treasury information from numerous sources.
* Promote effective capital programme development including the provision of strategic support to project managers in developing business cases and external funding applications in line with the strategic aims of GMCA.
* Develop and maintain effective relationships with stakeholders at all levels leading on the promotion of the effective management and control of capital project budgets, expenditure and income forecasts and related capital grant claims.
* Maintain and develop the GMCA Capital Grant Register ensuring that it aligns with the cash flow model.
* Lead on the development and maintenance of the Business World On (BWO) system in relation to all capital and asset accounting functionality.
* Ensure that GMCA has efficient and effective asset accounting procedures and reporting which support decision making and effective capital planning and facilities management.
* Lead on an effective and timely closedown of capital at year end incorporating efficient programme financing and all associated financing and asset accounting entries alongside input to the GMCA Statement of Accounts.
* Co-ordinate the timely and accurate submission of all capital related government returns.
* Represent GMCA at a senior level locally, regionally and nationally to ensure effective capital funding arrangements which support delivery of GMCAs priorities.
* Ensure that GMCA is compliant with the CIPFA Code of Practice.

**Treasury Management*** Co-ordinate the preparation and delivery of the GMCA Treasury Management Strategy and Minimum Revenue Provision Policy including input to GMCAs medium term financial plans and annual revenue budget cycle.
* Produce a wide range of timely reports and briefings to the Treasurer, Mayor and GMCA pulling together complex information from numerous sources.
* Preparation of the short, medium and long term cash flow model to ensure effective liquidity of GMCA and TfGM.
* Preparation of financial modelling to ensure that the financial impact of capital financing decisions are included in the GMCA and the Mayoral Police and General Funds medium term financial plans.
* Close liaison with the GMCA Treasury Advisers to ensure GMCA treasury borrowing and investment activity is effective and efficient and in line with the approved strategy.
* Conduct daily borrowing and investment activity to ensure effective liquidity of GMCA also ensuring that appropriate decision records are kept.
* Ensure that GMCA money is placed with organisations that are included on the GMCA approved counter party list.
* Maintenance and development of the GMCA treasury activity data base and oversight of its reconciliation to BWO.
* Develop the Treasury Management internal charging model to ensure that MRP and associated internal and external interest is charged correctly to the various funding streams within GMCA.
* Lead on the necessary accounting activity at year end with appropriate commissioning of valuations from advisers, timely and accurate accounting entries in BWO and relevant disclosures in the GMCA Statement of Accounts.
* Co-ordinate the timely and accurate submission of all treasury related government returns.
* Ensure that GMCA is compliant with the CIPFA Treasury Management Code of Practice.

**General*** Work closely with the GMCA Finance Team to ensure that matrix working is effective and all Finance work priorities are delivered.
* Personal commitment to continuous self-development and service improvement and commitment to improve the health and wellbeing of Greater Manchester’s population.
* Motivate and develop team members, lead by example and identify and agree training and development needs as required.
* Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.
* Undertake any additional finance duties that are reasonably commensurate with the grade of the post.
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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| * Proven experience and knowledge of operating successfully at a technical finance level within the public sector, with a clear grasp of the challenges and opportunities of working within a publicly accountable organisation within the accounting and finance rules applicable to the public sector.
* Demonstrable experience of effectively undertaking a wide range of financial management and financial accounting duties in a large organisation including budget preparation and monitoring.
* Experience of undertaking year-end financial accounts procedures in a timely and efficient manner.
* Understanding and awareness of the sensitive nature of working in a political environment with a high degree of political sensitivity and awareness.
* Experience of writing accurate and concise reports on complex financial facts that clearly identify the potential impact(s) or consequence(s) on the business
* Ability to describe and present financial information in a format easily understood by managers and members of a non-finance background.
* Working knowledge of local government capital and treasury management in particular the need to calculate and forecast the capital financing requirement and the setting of appropriate capital and treasury prudential indicators.
* Working knowledge of the CIPFA Accounting Code of Practice.
* Working knowledge of short to long term cash flow modelling and the range of borrowing and investment facilities open to local government.
* Sound working knowledge of various financial systems including the ability to influence the design or adaptation of business systems so that they are fit-for-purpose and cost-effective into the longer term.
* Ability to use the full range of 'Microsoft Office’ application software to maximise efficiency and effectiveness.
* Excellent interpersonal skills and the proven ability to establish positive relationships with staff at all levels, and external organisations, groups and individuals, which generate confidence, respect and trust.
* Highly developed networking, advocacy, oral, written and presentation skills
* Ability to provide leadership and direction to ensure the effective performance management, motivation and development of staff.
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| **QUALIFICATIONS** |
| * Membership of a relevant CCAB body or equivalent treasury qualification
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| **CORPORATE REQUIREMENTS** |
| **Corporate Duties*** Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
* Safeguard at all times confidentiality of information relating to staff and pensioners.
* Refrain from smoking in any areas of Service premises.
* Behave in a manner that ensures the security of property and resources.
* Abide by all relevant Service Policies and Procedures.

**Records Management/Data Protection**As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.**Confidentiality and Information Security**As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.**Data Quality**All staff are personally responsiblefor the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act. **Health and Safety**All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.**Service Policies**All GMCA employees must observe and adhere to the provisions outlined in these policies.**Equal Opportunities**GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background |