

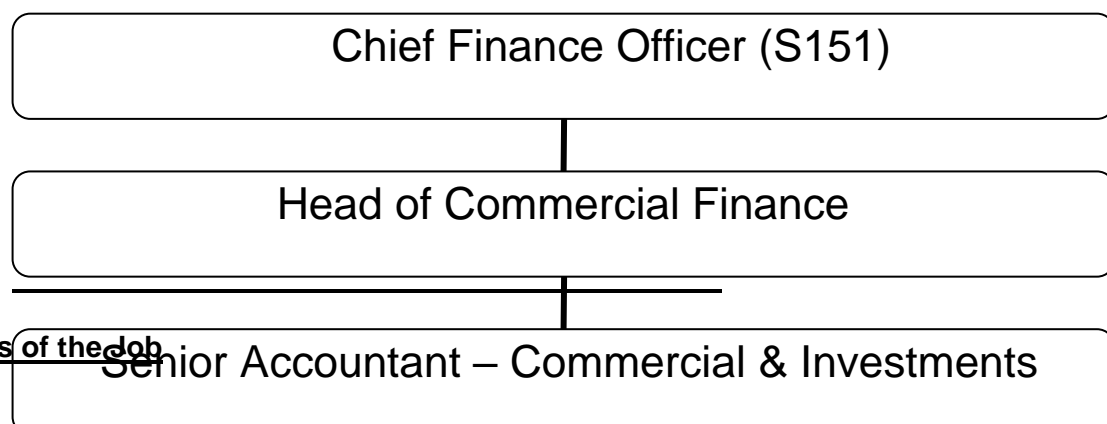
# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	Resources Directorate
<b>SECTION:</b>	Finance
<b>LOCATION:</b>	Number One Riverside, Rochdale
<b>JOB TITLE:</b>	Senior Accountant – Commercial & Investments
<b>POST NUMBER:</b>	
<b>Grade:</b>	9
<b>Accountable to:</b>	Head of Commercial Finance
<b>Accountable for:</b>	All line managed staff allocated to the postholder.
<b>Hours of Duty:</b>	37 hours per week in accordance with the Service's Work Life Balance scheme
<b>Any Special Conditions of Service:</b>	<p>This post is subject to political restriction in accordance with the provisions of the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990, once the level of remuneration has reached SCP 44 within the grading range.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>A casual car user allowance is payable.</p> <p>Possibility of evening and weekend working.</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

### **Organisational Chart – Management Structure:-**



**Purpose and Objectives of the Job**

To lead on the financial analysis and assessment of treasury management longer-term investment options, researching potential new investment opportunities and proposing options which maximise value for money and balance the risk and rewards of short, medium and long term investments.

To support the Head of Commercial Finance on major capital development projects and key investment financial appraisals, using modelling techniques such as NPV, IRR, ROI and Payback, supporting key stakeholders in the assessment of potential investments, including the quantification of financial implications, including risks and opportunities.

To lead on ensuring compliance with statutory and business critical financial rules and regulations within areas of technical financial expertise and responsibility.

To oversee the financial monitoring of the Economy Directorate Capital Programme, supporting the production of the Council's annual Capital, Investment and Disposal Strategy, taking responsibility for the delivery of accurate and robust financial information to support the Council's statutory and business critical financial functions, including Budget Setting, Budget Monitoring, Closure of Accounts and input into key Service and Council wide developments.

To support effective, informed decision making within the Council through scrutiny/review of financial information and provision of support to Services around this issue.

To manage and develop resources including financial and staffing necessary to deliver the Council and Service objectives, policies and procedures.

To develop and lead in enabling staff within Commercial Finance Services and other Services of the Council to fulfil their financial responsibilities through training, support and advice.

To actively contribute to the development of Commercial Finance Services to ensure Value for Money in all that we do.

To act as ambassador for the Council and Service at all times and develop and maintain effective and professional relationships within the service and with other services/partners to raise the profile of Finance Services.

To develop and coordinate administration and control arrangements to ensure the Council's Financial Management Systems are effective and robust.

## **Control of Resources**

### **Personnel**

To be responsible for leading, managing and motivating of self and of staff within the structure of Finance Services for whom the postholder has responsibility, both as individuals and as members of the service, using coaching as an enabler to development.

### **Financial**

To manage the financial resources delegated to the postholder by the Finance Manager in accordance with the financial regulations of the Council.

### **Equipment and Materials**

To be responsible for the management, effective use and security of financial systems relevant to the post including software and ICT equipment.

To be responsible for the efficient and effective use of premises, furniture, equipment and consumable goods used in relation to the work of the postholder and any staff under their control.

### **Data and Information Security**

Responsible for management and security of data for areas of responsibility

## **Health/Safety/Welfare**

Responsible for adherence to the Health and Safety Act and implementation of the Council's Health and Safety Policy.

Responsible for the welfare of self and others.

## **Equality and Diversity**

To work in accordance with the Council's Policy relating to the promotion of equality and diversity.  
To be responsible for conducting Equality Impact Assessments for the area of responsibility.

## **Training and Development**

The postholder will be responsible for assisting in the identification and undertaking of the training and development requirements for self, team in accordance with the Council's Employee Development Scheme.

The postholder will be responsible for the development and delivery of training and development to a range of audiences including non-specialists, elected members and senior managers.

## **Relationships (Internal and External)**

### **Internal**

- Senior management and staff within the Service.
- Senior management and staff of other Services.
- Elected Members.
- Internal Audit and Risk Management
- Tax and Treasury, Corporate Finance and Economy Finance Support Services

### **External**

- Senior management and staff of other Authorities.
- Treasury Investment providers/institutions
- Treasury Management Advisors
- Central Government departments, financial institutions and funding bodies.
- External Audit, external advisors, partner organisations and businesses
- Other key stakeholders.

## **Responsibilities:**

The postholder must:

- (i) Support the Chief Finance Officer with s.151 responsibilities with the implementation of the requirements of such responsibilities.
- (ii) Manage, support and develop the staff resources delegated to the postholder in accordance with the Council's policies and procedures.
- (iii) Perform his / her duties in accordance with Rochdale MBC's Policies including the Equality and Diversity Policy.
- (iv) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (v) Maintain up to date knowledge of technical standards and principles appropriate to the post.
- (vi) Maintain up to date knowledge of Council policies and procedures.

- (vii) Act as ambassador for the Council and Service at all times

## **Values and Behaviours**

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

## **Principal Duties**

### **Strategic**

1. To assist the Head of Commercial Finance to ensure delivery of an efficient and effective Commercial Finance Service.
2. To contribute to the preparation of the annual team plan, the Council's Capital Investment and Disposal Strategy and have responsibility for the delivery of the agreed plans relating to the postholder's areas of responsibility.
3. To support from a finance perspective on the delivery and monitoring of investment projects, initiatives and developments, as required commensurate with the grade of the post.

### **Management and customer relations**

1. To be responsible for the day-to-day management of staff in the team, including communication, motivation, effective team working, performance management, employee development and training, recruitment and induction. Coaching techniques to be deployed as appropriate.
2. To identify and manage risk relating to the postholder's responsibilities and to utilise a risk based approach in relation to the tasks of the team.
3. Develop and sustain effective relationships with key stakeholders, demonstrating high quality business partnering techniques and sound commercial acumen to achieve objectives and outcomes.
4. Demonstrate cross-team working, programme and project management skills to ensure benefits realisation can be captured, delivered and measured.

### **Technical**

1. To provide financial input to the Council's strategic property/treasury investment initiatives - leading from a finance perspective, providing solutions to highly complex problems and encompassing cross service areas of work which support the effective management of the Council as a whole.
2. To lead from a finance perspective on the appraisal of property/treasury projects & investments both established and new, using financial modelling techniques such as NPV, IRR, ROI, and Payback as well as traditional project appraisal techniques, demonstrating sound commercial acumen.
3. To provide financial forecasts/budgets of both capital and revenue, income statement and balance sheet, for relevant areas, using high quality analytical skills to forecast areas of complex financial information with many variables.

4. Use professional knowledge and understanding to improve performance and efficiency, alert senior managers to potentially significant risks and make judgements where decisions may need to be appropriately escalated.
5. To provide specialist and technical advice on the financial implications of a range of property investment structures/funding options for the council, liaising with both internal Corporate Treasury functions and external funding bodies/advisors, to assess the best value options available.
6. To contribute to the Council's Capital Investment and Disposal Strategy, attending appropriate board meetings, demonstrating good finance business partnering techniques, supporting senior management in the development of the strategy.
7. To present complex financial information to key finance and non-finance stakeholders, ensuring information is tailored to the end user and based on the best financial information possible.
8. To plan, direct, control and monitor activities carried out by the team and staff working within the Council's talent management processes.
9. To ensure that financial procedure rules and regulations are current and relevant for all the postholder's areas of responsibility.
10. To identify and interpret new legislation, changes to professional codes of practice and systems changes and assess and report on the implications for the Council in relation to postholder's areas of responsibility.
11. To develop and maintain management guidance and develop and deliver training appropriate to the needs of stakeholders to support them and enable them to meet their financial responsibilities.
12. To support effective, informed decision making within the Council through scrutiny/review of financial information and provision of support to Services around this issue to develop options to clients on complex financial issues within the Council's Corporate Financial Framework
13. To be responsible for (for postholder's areas of responsibility ) the delivery of the following Council processes in accordance with strict statutory deadlines and to provide appropriate advice and guidance to a wide range of audiences which relate to:-
  - a. The long term financial planning and budgeting arrangements for the Council
  - b. Preparation of/ consultation on revenue and capital budgets
  - c. Revenue and Capital budget monitoring and reporting
  - d. Completion and submission of corporate financial and statistical returns, grant claims etc
  - e. Preparation and completion of the annual statement of accounts,
  - f. Co-ordination of financial information for inclusion in the production of corporate documents, strategies, policies and reports
  - g. The projection of future requirements and resources in relation to capital and revenue
14. To attend meetings with key stakeholders appropriate to postholder's areas of responsibility, which may include Budget Managers, Senior Management, Elected Members, Head teachers, Governors, Trade Unions and the public to provide in writing and orally, a wide range of complex, and at times contentious, financial information tailored to the audience's needs.
15. To lead and/or service Forums/Boards and Governance Groups relevant to the postholder's area of responsibility as required.
16. To provide information to the External Auditor and other Financial and Regulatory institutions on the integrity of the Council's financial systems including budgetary arrangements, grant claims and annual statement of accounts in accordance with tight deadlines relevant to the postholder's area of responsibility.

17. Deputise for the Head of Commercial Finance as appropriate.
18. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

### **Secondary Duties**

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Clare Davies</u>	Date	<u>June 2021</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Service Director	<u></u>	Date	<u></u>

Job Description reviewed by: Michelle Ashworth

Date: June 2021

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	Resources Directorate	<b>Post:</b>	Senior Accountant – Commercial Investments
<b>Section :</b>	Finance Support Services/Corporate Finance Services	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	9

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>(a) Special Working Conditions</b>		
1 Are you willing and able to attend evening and weekend meetings as required.	E	AF/I
2 Please confirm you are willing to fully embrace agile working appropriate to the post.	E	AF/I
3 Please confirm you are willing to embrace and act in accordance with Council Policies and Regulations.	E	AF/I
<b>(b) Qualification and Experience</b>		
4 Please confirm you hold a full CIPFA qualification or equivalent qualification recognised by CCAB	E	AF/production of qualifications
5 Please provide details of your financial management experience within a large complex organisation	E	AF//A
6 Please describe your experience in treasury management investment including researching investment opportunities, options appraisal/evaluation and consulting with external advisors/providers	E	AF//A
7 Please describe your experience in supporting the development of large and complex capital projects/programmes from a commercial financial perspective	E	AF//A
8 Please provide evidence to show your commitment to personal and professional development and how this has contributed to your success in previous roles.	E	AF//A
9 Please provide evidence of your experience in scrutinising and interpreting complex information and providing advice and guidance around issues, including consideration of investment structures/funding options	E	AF//A
10 What evidence have you of working in a financial and accounting environment at a senior level and taking a lead role in project related work, including the identification of financial implications, risks and opportunities arising	E	AF//A
11 Please provide evidence of successful financial management, including preparation of budgets, budget monitoring and closure of accounts	E	AF//A

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>(c) Skills and Knowledge</b>		
12 Please demonstrate you have extensive and up to date knowledge of the legislative and regulatory frameworks relevant to the post	<b>E</b>	<b>AF//A</b>
13 Please give evidence of your management skills, including staff management, performance management, project management, change management and risk management	<b>E</b>	<b>AF//A</b>
14 Please give illustrations of your ability to undertake complex financial modelling and apply financial appraisal techniques to proposals, including NPV, IRR, ROI & Payback	<b>E</b>	<b>AF//A</b>
15 Please demonstrate that you have advanced Excel skills, and the ability to develop and work with large and complex spreadsheets	<b>E</b>	<b>AF//A</b>
16 Please can you demonstrate that you have high ethical standards, which you act with integrity, are reliable and trustworthy and lead by example	<b>E</b>	<b>AF//A</b>
17 Please provide evidence of your ability to think strategically and contribute to corporate policies or team plans which support relevant objectives and priorities	<b>E</b>	<b>AF//A</b>
18 Please describe your ability to engage with colleagues, partners and stakeholders to build productive working relationships, demonstrating the ability to use persuasive and negotiating skills.	<b>E</b>	<b>AF//A</b>
19 Please provide evidence of your ability to work in a pressurised environment, delivering priority work with accuracy and within timescales.	<b>E</b>	<b>AF//A</b>
<b>(d) Behaviours and Values</b>		
20 Approach the job at all times using the values set out below: <ul style="list-style-type: none"> <li>• Proud</li> <li>• Passionate</li> <li>• Pioneering and Open</li> </ul> Please confirm you are willing to adhere to these values and behaviours.	<b>E</b>	<b>AF/I</b>