

WEST YORKSHIRE FIRE & RESCUE SERVICE

JOB DESCRIPTION

POST TITLE:	Treasury Management Officer
GRADE:	Grade 11
RESPONSIBLE TO:	Senior Finance Manager
RESPONSIBLE FOR:	Accounts Officers * 4
PURPOSE OF POST:	<p>The main purpose of this post is to manage the authority's cash flow by the management of investments and deposits with financial institutions. This post is also responsible for the management of the provision of accurate, understandable and timely financial information and the preparation of the Authority's financial accounts.</p> <p>This post will act as deputy Senior Finance Manager in their absence</p>

MAIN DUTIES AND RESPONSIBILITIES

Treasury Management

1. Management of day to day cash balances including the arrangement of investments and loans ensuring that all transactions are in accordance with the Treasury Management Strategy
2. Management of borrowing and investments ensuring that the best rates of interest are obtained.
3. Liaison with the Authority's Treasury Management advisors and financial brokers and day to day management of the banking relationship with Barclays Bank.
4. Reconciliation of bank statements and control accounts.
5. Preparation the treasury management outturn and mid-year report for the Chief Finance and Procurement Officer for presentation to Finance and Resources Committee
6. Preparation the treasury management strategy for the Chief Finance and Procurement Officer for presentation to Full Authority for approval.
7. Preparation of the monthly cash flow monitoring report
8. Calculation of capital financing charges budgets and maintenance of systems to enable the accurate monitoring of capital financing charges and the impact on the revenue budget of future capital programs.

Financial Accounting

1. To lead on the production of the Statement of Accounts and the co-ordination of the external audit.
2. Management for the production of key financial statements and supporting notes to the Statement of Accounts, ensuring that statutory deadlines are strictly adhered to.

3. Ensure that changes to CIPFA accounting code of practice are incorporated into the financial statements and that the accounts are presented in accordance with statutory requirements.
4. Assist the Senior Finance Manager in the management and provision of management information in respect of the Authority's reserves.
5. To take responsibility for the quality of the Statement of Accounts working papers and ensure consistency across the team.
6. Lead and co-ordinate the completion of the Whole of Government Accounts for submission to the Ministry of Housing Communities and Local Government within the Statutory deadlines.
7. Working under time pressured conditions to ensure adherence to strict deadlines for the themselves and the team.

Management Accounting

8. Oversee and co-ordinate the provision of budget monitoring information (Capital and Revenue) on a monthly basis ensuring that expenditure is correctly coded and that the information is in an easy to understand format.
9. To lead on the development and maintenance of monitoring reports that enables the Authority to maintain budgetary control in liaison with the Senior Finance Manager.
10. Co-ordinate the preparation of the annual budget and ensure that the deadlines for completion are met by the accounts officers.
11. Provide training to managers on financial procedures and ensure the adherence to these.
12. Co-ordinate the provision of financial information to support the HMICFR inspection programme
13. To be responsible for ensuring that your conduct and behaviour accords with organisation values and Diversity and Inclusion and promote an environment of dignity and respect amongst colleagues.

Management of the Finance Team

1. Oversee the delivery of finance team projects and initiatives.
2. Deputise for the Senior Finance Manager
3. Ensure that all finance related matters are communicated, as appropriate, throughout the organisation
4. To represent the finance department at internal and external meetings and conferences

General duties

14. To Implement and promote the Authority's:
 - a. Health and Safety policies
 - b. Equality and Diversity policies

- c. Information Security Management System policies
 - d. Safeguarding policies
 - e. Business continuity policy and contingency arrangements
15. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
 16. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
 17. Responsibility for ensuring any data produced in relation to the post is accurate and current and Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
 18. To carry out any other appropriate duties as assigned by the Chief Finance and Procurement Officer or their deputy. This includes deputising for the Senior Finance Manager by attending meetings, carrying out assignments for Senior Management and Directors and, during periods of absence manage the capital budget and the production of the Statement of Accounts.

PERSON SPECIFICATION

In order to be shortlisted for the post you will need to demonstrate your ability to meet the requirements of the role by giving clear, concise examples of how you meet each of the following person specification criteria on your application form.

You will only be shortlisted from the details in the application form if you meet all Essential criteria, i.e. items you must be able to do from day one to be able to perform the role. If a large number of applications are received, only those who also meet the Desirable criteria will be shortlisted, i.e. criteria you need to undertake the role, but which could be learnt during training.

There may be some criteria that are identified through 'Selection Process' only. You will only be assessed on these criteria during the selection process and not from your application form, this may involve tests, presentations, interview etc.

	Experience	Essential/ Desirable	Source
1	Extensive knowledge of financial procedures and systems relevant to a public sector organisation.	Essential	Application \ Selection Process
2	Preparation of detailed financial reports for committees, management board and budget holders	Essential	Application \ Selection Process
3	Ability to understand and explain complex financial information to a range of audiences	Essential	Application \ Selection Process
4	Experience of treasury management in a large organisation.	Essential	Application \ Selection Process
5	Development and improvement of financial systems.	Essential	Application \ Selection Process
6	Extensive experience of the production of the Statement of Accounts for a large organisation	Essential	Application \ Selection Process

	Education and Training	Essential/ Desirable	Source
6	Qualified CCAB accountant or equivalent	Essential	Application
7	Evidence of continuing professional and personal development	Essential	Application

	Special Knowledge and Skills	Essential/ Desirable	Source
8	Extensive knowledge of accounting codes of practice, accounting conventions and accounting standards and experience in their application.	Essential	Selection Process
9	Appreciation of the current issues that are affecting the fire service and local government in general and a good understanding of how these issues affect the provision of financial management within the fire service.	Desirable	Selection Process
10	Excellent communication, presentation and people skills at all levels within the organisation	Essential	Application \ Selection Process
11	Ability to prioritise own work and the work of others.	Essential	Selection Process
13	Ability to deal with conflicting priorities	Essential	Application \ Selection Process
14	Ability to translate complex financial information and explain the results to non-financially trained managers	Essential	Application \ Selection Process
15	Excellent IT skills to enable the preparation of complex financial reports.	Essential	Application \ Selection Process
16	Well developed analytical and problem solving skills	Essential	Application \ Selection Process
17	Ability to develop the financial expertise of service managers.	Essential	Application \ Selection Process
18	An understanding of the democratic processes of policy within local government	Desirable	Selection Process
19	Ability to plan, manage and implement projects	Essential	Selection Process
20	Demonstrate commitment to good data quality within all areas of work	Essential	Selection Process Only
20	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider	Essential	Selection Process Only