
Recruitment information

Job description and person specification

Your title	Treasury Accountant
Post number	
Your team	Finance
You would be based	Civic Centre, High Street, Esher
Your line manager	Chief Accountant



Elmbridge
Borough Council

... bridging the communities ...

About the role

You will be responsible for the Treasury Management activities of the Finance Team.

The main purpose of the role:

To provide financial information to the Head of Service on Treasury Management activities of the Council.

Contributing to the effective management of those activities and improving efficiency and contracts as necessary for Treasury Management.

Specific duties and responsibilities

Take responsibility for the performance of the Accounting Technician reporting to you ensuring that resources are utilised efficiently and effectively taking actions as necessary to achieve agreed targets.

Review national, regional and legislative changes relating to the Team's services. Take appropriate steps to keep Elmbridge at the forefront of providing innovative services, developing new strategies, policies and procedures as necessary.

Actively promote and market the services of the Team and the Council so that they are perceived in a positive way by all stakeholders and partners.

Pursue the principles and practices established in Council strategies including Equality and Diversity, Risk Management, Disaster Recovery, Asset Management etc.

Assist the Head of Finance and Chief Accountant in ensuring VFM and procedures within the Council to maximise effectiveness of service delivery. Regularly gather information on service improvements/efficiency savings and evaluate the benefits by the use of such techniques as benchmarking and consultation exercises in order to be able to ensure VFM, efficient and effective service delivery.

Ensure that the statutory provisions governing the functions of the Council are met.

Ensure that the Team secures and maintains a customer-focused culture and periodically re-evaluates service delivery so as to meet future customer needs.

To represent the Head of Finance at meetings of Committees and Groups as required.

To produce the final accounts for Loans & Investments and Financial Instruments in accordance with relevant standards, including preparing the various notes to the accounts for these areas as required by the Head of Finance, including the preparation of audit working papers to provide sufficient evidence of compliance as required by the Council's external auditors to obtain an unqualified opinion on the accounts in accordance with approved timescales.

Prepare/ recommend a Treasury Management Strategy to Cabinet for each financial year.

To undertake the estimate calculations for interest earned on the Council's cash balances.

Treasury Accountant

To borrow and repay loans from the Public Works Loan money market Board in accordance within the strategy and other regulations.

Regularly review the Council's investment strategy for internally managed funds, in order to gain maximum benefit from the use of different types of deposit facilities.

Prepare treasuring monitoring information for the Audit and Standards Committee.

To complete the monthly VAT returns, reconciliation of the VAT control account.

To oversee the investment of the Council's surplus cash balances externally in accordance within the parameters of the Council's Treasury Management Strategy.

To be responsible for the completion of Central Government and other returns relating to the Council's borrowing and lending transactions, interest receipts and payments.

To undertake the authorisation of weekly payment runs, monthly payroll runs, daily submission signing of BACS submission files and authorisation of adhoc payments via the online banking system as required.

Ensuring all relevant reconciliations are completed on time.

Except in exceptional circumstances, to be approved by the Head of Finance, the postholder will not be able to take annual leave or flexi-time during the period of closing the Council's accounts. Any time accrued over and above the normal working requirements can be taken as TOIL over the remainder of the year.

Budgetary Responsibilities

Responsible for the Treasury Management activities of the Council, managing between £70 million and £100 million of investments and the budget for related costs. Collecting in excess of £160 million of income and £20 million of expenditure.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

Insert title: Treasury & Transaction Accountant **Grade: PO38-PO45 (Bar PO41) on full membership of CCAB Body**

Team: Finance

Hours: 36 per week

Salary:

Car Allowance: No

Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
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Qualifications and Education			
	Degree Level.	D	(A) (I)
	Member or part qualified member of a CCAB Body.	E	(A) (I)
	CIPFA Qualified	D	(A) (I)

Experience			
	Significant knowledge/experience of Local Authority accounting and budgeting processes and frameworks.	E	(A) (T) (I)
	Significant experience of working in a financial environment.	E	(A) (I)
	Significant knowledge of external funding regimes and partnership working.	D	(A) (I)
	Significant knowledge & experience of organisational policies e.g. Financial Procedures Rules.	E	(A) (I)
	Significant knowledge and experience of application of CIPFA Codes of Practice and relevant legislation.	E	(A) (I)
	Significant knowledge of the money market, MIFID requirements and appropriate investments.	E	(A)(I)

Knowledge, skills and abilities			
	Ability to balance complex reconciliations.	E	(A) (T) (I)
	Experience in the use and development of computerised financial systems, Excel and Word software packages.	E	(A) (T) (I)
	Ability to analyse complex information from a variety of sources in order to develop financial strategies.	E	(A) (T) (I)
	Ability to negotiate with non-financial officers to ensure compliance with policies, practices and timetables.	E	(A) (I)
	Proven oral and written communication skills.	E	(A) (T) (I)
	Able to manage workload to ensure compliance with deadlines.	E	(A) (I)

	Knowledge/experience in completing VAT returns.	D	(B) (T) (I)
	Knowledge of Council Tax & Business Rates.	D	(A)(I)

Special requirements			
	Able to demonstrate supervisory skills.	E	(A) (I)
	Able to work effectively within a team.	E	(A) (I)
	Able to show evidence of self-motivation.	E	(A) (I)
	Able to demonstrate ability to work on own initiative.	E	(A) (T) (I)
	Ability to work flexibly	E	(A) (I)