WEST YORKSHIRE FIRE & RESCUE SERVICE

JOB DESCRIPTION

POST TITLE: Treasury Management Officer

GRADE: Grade 9-11

RESPONSIBLE TO: Senior Finance Manager

RESPONSIBLE FOR: Accounts Officers \* 4

PURPOSE OF POST: 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.

This post will act as deputy Senior Finance Manager in their absence

MAIN DUTIES AND RESPONSIBILITIES

Treasury Management

1. Management of day to day cash balances including updating and preparing schedules for payments and expected income.
2. Support the Senior Finance Manager with the arrangement of investments and loans ensuring that all transactions are in accordance with the Treasury Management Strategy
3. Assist with the management of borrowing and investments ensuring that the best rates of interest are obtained.
4. Liaison with the Authority’s Treasury Management advisors and financial brokers and day to day management of the banking relationship with Barclays Bank.
5. Reconciliation of bank statements and control accounts.
6. Preparation the treasury management outturn and mid-year report for the Chief Finance and Procurement Officer for presentation to Finance and Resources Committee
7. Assist in the preparation of the treasury management strategy for the Chief Finance and Procurement Officer for presentation to Full Authority for approval.
8. Preparation of the monthly cash flow monitoring report

Financial Accounting

1. Assist with the production of the Statement of Accounts and the co-ordination of the external audit.
2. Assist with 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. Assist in the reviews of the Statement of Accounts working papers as part of the departmental quality assurance process and ensure consistency across the team.

1. 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.
2. Working under time pressured conditions to ensure adherence to strict deadlines for the themselves and the team.

**Management Accounting**

1. Support the Accounts Officers in 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.
2. 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.
3. Co-ordinate the preparation of the annual budget and ensure that the deadlines for completion are met by the accounts officers.

1. Support with the design and delivery of training to managers on financial procedures and ensure the adherence to these.
2. Co-ordinate the provision of financial information to support the HMICFR inspection programme
3. 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

1. To Implement and promote the Authority’s:
   1. Health and Safety policies
   2. Equality and Diversity policies
   3. Information Security Management System policies
   4. Safeguarding policies
   5. Business continuity policy and contingency arrangements
2. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
3. 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.
4. 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 and carrying out assignments for Senior Management and Directors**.**

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.

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|  | 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 | Experience of the production of the Statement of Accounts for a large organisation | Essential | Application \ Selection Process |

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|  | Education and Training | Essential/ Desirable | Source |
| 7 | Fully qualified Accounting Technician or part qualified Accountant | Essential | Application |
| 8 | Evidence of continuing professional and personal development | Essential | Application |

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|  | Special Knowledge and Skills | Essential/ Desirable | Source |
| 9 | Extensive knowledge of accounting codes of practice, accounting conventions and accounting standards and experience in their application. | Essential | Selection Process |
| 10 | 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 |
| 11 | Excellent communication, presentation and people skills at all levels within the organisation | Essential | Application \ Selection Process |
| 12 | 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 |
| 21 | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider | Essential | Selection Process Only |