

Technical Specialist (Tier 4)

Job Title	Technical Specialist – Treasury Lead
Salary Grade	O
Directorate/Service	Resources Finance
Accountable to:	Strategy and Commissioning Manager – Pensions Treasury Audit Risk and Insurance
Accountable for:	Contributory responsibility for the management and accounting for ~£350m of assets and £250m of debt and their associated cashflows.
Politically restricted post	No

Context

You will play an active role as part working with Delivery Leads or Lead Commissioners to deliver our organisational outcomes.

As the technical specialist you will provide a high level of expertise in your professional discipline. You will design and shape solutions to achieve the service delivery plans or commissioning intentions.

You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary sector and customers.

Specific role assignment (example)

Subject Area responsibilities	<p>Manage the treasury management function for the County Council and other external customers as required.</p> <p>Ensuring treasury management activity is in line with the Treasury Management Strategy and prudential indicators, and other agreed targets or parameters.</p> <p>Liaison with corporate financial planning and capital accounting to ensure treasury activity is facilitating the achievement of organisational objectives.</p> <p>Identifying new investment opportunities for consideration including opportunities that would require a change in the investment strategy.</p> <p>Commissioning appropriate external expert advice as necessary to meet objectives.</p>
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	<p>Planning and managing cash flow to optimise returns.</p> <p>Supporting the Council in development of a more commercial approach and identifying how treasury management options and opportunities can assist towards this end.</p> <p>Providing advice and support to the Council on any potential non-financial investments and ensuring that the treasury management strategy is appropriately developed over time in line with the Council's attitude to investing.</p> <p>Identification and maintenance of appropriate investments.</p> <p>Managing debt to ensure that adequate financing is available for planned investment activity.</p> <p>Providing relevant information and advice to ensure the Council's annual accounts correctly reflect treasury and related activity.</p> <p>Ensure the Council's financial systems are correctly recording and reporting treasury management transactions.</p> <p>Prepare capital financing and treasury management revenue estimates.</p> <p>Close capital financing and treasury management revenue accounts</p> <p>Lead on the development and reporting of the Treasury Management Strategy Report</p> <p>Submit monitoring and outturn reports to management teams and committees as required.</p> <p>Oversee and ensure back-up arrangements exist for all treasury management functions</p> <p>Maintain supplier relationship/contracts with treasury management consultants and money market fund providers</p> <p>Oversee the production of all treasury management notes to the accounts</p> <p>Oversee and ensure back-up arrangements exist for the bank reconciliation</p>
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	<p>Maintain supplier relationship contract with the bank</p> <p>Assessing opportunities to provide Treasury Management services to external organisations on a trading basis, and leading bids for new opportunities where appropriate.</p>
Statutory responsibilities (if applicable)	<p>Ensuring that Treasury Management activities meet statutory and regulatory requirements and are within the agreed Treasury Management Strategy parameters.</p> <p>Ensuring the accounts have appropriate regard to accounting standards and reporting requirements in respect of treasury management.</p>
Specific experience	<p>Experience of investment and debt management.</p> <p>Experience of money markets, cash management and long term financing</p>
Specific qualifications/and registration	CCAB (or CIMA) qualified accountant
FTE responsibility (line management)	1 FTE
Key stakeholder relationships	<p>Senior managers.</p> <p>Members.</p> <p>Council, Cabinet, and Overview and Scrutiny Committees.</p> <p>External experts and consultants in the field.</p> <p>Professional peer groups.</p>

Generic capabilities of the role

Generic Capability	Descriptor
Strategic thinking & planning	<ul style="list-style-type: none"> • Identification and design of solutions to meet business requirements for the service(s) • Contribute to short term (1 year) strategies and plans to meet demand for the service(s) • Use of insight, best practice and research to achieve service outcomes

- Contribute to the commissioning intentions, key business measures and plans based on demand for the short term (1 year)
- Contribute to the 1 year delivery plan in conjunction with the delivery teams
- Contribute to the development of policies

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- Ensure that insight, best practices, market research and trends are considered in the commissioning intentions.
- Create, identify and respond to opportunities to support the delivery of organisational outcomes.
- Encourage the development of new solutions to meet future organisational needs.
- Understand, articulate and implement best practices related to area of expertise

Generic Capability	Descriptor
Innovation & change	<ul style="list-style-type: none">• Focus on new ideas, improvement and innovation• Problem solver

- Undertake periodic review(s) of technical specialism to maintain market awareness, identify areas of improvement, emerging thinking, legislative / regulatory changes
- Support the development of options appraisals to assess the most suitable means of achieving service outcomes.
- Solve complex technical problems effectively and quickly, via insightful diagnosis
- Shape long term solutions to meet service requirements
- Act as an agent and leader of change
- Demonstrate active engagement in improving organisational performance
- Provide expert advice to those engaged in activities where the technical specialism is applicable

Generic Capability	Descriptor
Influence & relationship management	<ul style="list-style-type: none">• Relationship development and management• Influence and shapes the market• Thought leader• Collaborative working

- Develop and maintain professional networks
- Support the development of key partnerships
- Increase the expertise of others to apply specialist knowledge leading to increased organisational capability.
- Support the shaping and influencing of the market
- Support any required consultation activities

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Generic Capability	Descriptor
Finance & commercial	<ul style="list-style-type: none">• Effective budget setting and monitoring• Contract negotiation and commercial partnership management• Quality monitoring and measurement• Oversight of contract set up, establishment and ongoing monitoring

- Manage budgets in line with commissioning outcomes, including commercial and trading targets
- Take action where the performance of providers is unsatisfactory
- Ensure compliance to the specific statutory, compliance, contract, practice and performance frameworks
- Support the Delivery Manager in contract set up, establishment and management
- Manage the decommissioning of contracts where applicable

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours

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Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

