

# Job Description

## For Qualified Financial Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions, e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Senior Finance Officer –Treasury Management and Investment	JEID	FU004
Salary Grade:	Grade I		
Team:	Treasury Management and Investments		
Service Area:	Finance		
Primary Location:	Warwick		
Political Restriction:	This post is not politically restricted		
Responsible to:	Lead Commissioner – Treasury and Investments		
Responsible for:	N/A		

#### Role Details

To lead on aspects of the financial accounting and administration of the Warwickshire Pension Fund.

To support the treasury management and non-treasury investment services in all aspects of financial administration.

#### Role Responsibilities

Pension Fund:

- Assist in maintaining and monitoring the Pension Fund ledger including reconciliation and query resolution
- To support the production of the Pension Fund Accounts
- Record and monitor Pension Fund income i.e. contributions from member bodies

- To maintain records of changes in the value of investments with Fund Managers and reconcile these to the pension fund accounts and the ledger.
- Calculate recharges
- Assist in collating data for the accounting entries for member bodies of the Pension Fund in relation to the IAS19 Employee Benefits accounting standard and for the triennial valuation
- Organisation of meetings with external stakeholders e.g. the Pension Fund AGM
- Raise invoices for payment and arrange payment of invoices
- Assist in providing information to internal and external audit as requested
- Liaison with member bodies of the Pension Fund in order to achieve the above
- Quarterly statistical and tax returns
- Provision of regular and ad hoc management information to support decision making both in terms financial investments, the pension fund budget, and non-financial pension fund activity as required.
- Support the production of the pension fund accounts and annual report.
- Administrate the processing of appropriate paperwork with fund managers to execute investment decisions.
- Provision of financial management information to support financial planning and management of pension fund.
- Ensuring financial systems correctly record pension fund transactions.

#### Treasury Management and Investments

- To provide support to the treasury management/banking function including the ability to provide cover to maintain continuity and resilience as required by the service
- Act as point of contact for counterparties.
- Maintain the investment and lending lists.
- Reporting data to counterparties as required.
- Month End
- Contribute to project work and service/process improvements
- Assist as required in the full range of tasks undertaken within the team
- Maintenance of documented procedure and practice notes.
- Assessing non-treasury investment bids using a documented procedure.
- Day to day management of treasury and non-treasury loans, administration of payments and repayments, interest calculations and invoicing as required.

## Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cove the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

### Generic Role Details

Job Role:	Finance Professional – Level 4
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## Main Tasks

1. To support the review of services, providing financial data, reconciliations, analysis and costings as required.
2. Involvement in the provision of training to managers in the use of the financial systems, processes and general financial awareness.
3. To support, as required, officer groups and meetings, and produce/present summary financial statements (including those relating to grants).
4. To contribute to the development of financial information and/or modeling to support effective business planning and decision-making.
5. To pro-actively contribute to the Finance Transformation agenda, working with colleagues across the Service to enhance manager understanding and help support implementation of new processes and systems.
6. To participate in working groups / project groups, and to provide financial support as required.
7. To contribute towards the support of procurement exercises as required.
8. To supervise team members as appropriate, ensuring required development and guidance is provided and agreed standards are met.
9. Have a sound knowledge base of the IT systems used for the delivery of the finance service and provide advice and guidance relating to these and relevant feeder systems .
10. Provide advice on the practical application of Financial Standing Orders and Contract Standing Orders and give advice on the use of financial systems.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through: the application form (A), a test / exercise (T), a n interview (I), a presentation (P), or documentation (D).

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Assessed by:

## Essential Criteria

NVQ Level 4 or equivalent qualification OR at least 3 years' experience in a finance environment	A, I
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions over the medium term	A, I
The ability to communicate, in person and/or in writing, complicated or sensitive information with varied audiences	A, I
The ability to use a keyboard with some precision and speed	A, I
The ability to work within broad practice or guidelines using managerial discretion over a broad area of activity	A, I
The ability to work under pressure including meeting deadlines and dealing with interruptions	A, I
Experience of supervising and managing a small team	A, I
Experience of handling and processing manual or computerised information	A, I

## Desirable Criteria

Assessed by:

Strong Microsoft Excel skills, including the use of pivot tables and vlookups	A, I
Evidence of experience using financial systems	A, I
Experience of local government finance	A, I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health and Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Council's Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post / role.

### Potential Hazards and Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recoding this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazard and risks should be based on the appropriate activity, process and/or operations risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the "other" section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/ repetitive bending/ squatting/ kneeling/ crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants / allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or fluids	<input type="checkbox"/> Face to face contact with members of the public
<input type="checkbox"/> Other (please specify):	