

Job Title	Treasury and Investments Manager
Salary Grade	Hay F
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 investments that drive income returns of up to £15m p.a. Balance sheet assets managed include: <ul style="list-style-type: none"> • ~£350m of treasury assets • ~£150m of non-treasury investments • ~£600m of borrowing • £1bn p.a. gross organisation-wide cashflows. A direct budget of £200k p.a. A team of 3 direct reports.
Politically restricted post	Yes

Context

You will play an active role as part of our commissioning team working in partnership with other Delivery Team Leaders to deliver our organisational outcomes.

You will support the Strategy and Commissioning Managers in achieving our organisational vision and outcomes. You will manage your team of commissioning resources to deliver on your commissioning plan and its objectives.

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

Specific role assignment (example)

Subject Area responsibilities	<p>Manage the treasury management and investments function for the County Council and other external customers as required.</p> <p>Ensuring treasury management and non-treasury investment activity is in line with the relevant strategies and prudential indicators, and other agreed targets or parameters.</p>
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	<p>Liaison with corporate financial planning and capital accounting to ensure treasury activity is facilitating the achievement of organisational objectives.</p> <p>Identifying new treasury and non-treasury investment opportunities for consideration including opportunities that would require a change in the Treasury Management Strategy and/or the Investment Strategy.</p> <p>Commissioning and contract-managing appropriate external expert advice and services as necessary to meet objectives.</p> <p>Planning and managing cash flow to optimise risk profile, liquidity profile, and returns.</p> <p>Supporting the Council in development of a more commercial approach and identifying how treasury management and non-treasury investment 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 and investment strategy are appropriately developed over time in line with the Council's attitude to investing.</p> <p>Identification and maintenance of appropriate Treasury management and Non Treasury investments.</p> <p>Managing debt to ensure that adequate financing is available for planned investment activity.</p> <p>Commissioning and managing work to assess non-treasury investment opportunities and to manage investments made as set out in relevant business plans and strategies.</p> <p>Providing relevant information and advice to ensure the Council's annual accounts correctly reflect treasury and non-treasury related activity.</p> <p>Ensure the Council's financial systems are correctly recording and reporting treasury management and non-treasury investment transactions.</p> <p>Prepare capital financing, treasury management, and non-treasury revenue estimates.</p>
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	<p>Close capital financing, treasury management, and non-treasury revenue accounts</p> <p>Lead on the development and reporting of the Treasury Management Strategy Report and Investment Strategy and associated monitoring and outturn reports.</p> <p>Submit monitoring and outturn reports to management teams, boards, and committees as required.</p> <p>Support the risk management and anti-money laundering functions in respect of investment activity.</p> <p>Co-ordinate the governance of treasury and investment activity, including the production of relevant reporting.</p> <p>Oversee and ensure back-up arrangements exist for treasury management and investment functions.</p> <p>Maintain third party relationship/contracts, for example with suppliers, consultants, fund providers, brokers and third party banks.</p> <p>Oversee the production of treasury management and investment notes to the accounts</p> <p>Oversee and ensure back-up arrangements exist for the bank reconciliation and daily Treasury operations.</p> <p>Maintain supplier relationship contract with banking provider.</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 and non-treasury investment activities meet statutory and regulatory requirements and are within the agreed Treasury Management Strategy and Investment Strategy parameters.</p> <p>Ensuring the accounts have appropriate regard to accounting standards and reporting requirements in respect of treasury management and non-treasury investments</p>
Specific experience	<p>Experience of investment and debt management.</p> <p>Experience of cash management, money markets, and long term</p>

	financing Experience of developing investment and capital financing strategy
Specific qualifications/and registration	CCAB (or CIMA) qualified accountant
FTE responsibility (line management)	3 FTE
Key stakeholder relationships	Senior managers. Members. Council, Cabinet, and Overview and Scrutiny Committees. External experts and consultants in the field. Professional peer groups. External consultants/experts Company directors - where the council lends to private companies Senior managers responsible for investment related activity

Generic capabilities of the role

Generic Capability	Descriptor
Strategic thinking & planning	<ul style="list-style-type: none"> • Identification of business requirements against demand for the service(s) • Formulating short term (1 year) strategies and plans to meet demand for the service(s) • Use of insight, best practice and research to inform commissioning intentions and key business measures

- Contribute to the commissioning intentions, key business managers and plans based on demand for the short term (1 year)
- Develop the 1 year delivery plan in conjunction with the delivery teams
- Contribute to the development of policies
- Ensure that insight, best practices, market research and trends are considered in the commissioning intentions.

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 commissioning intentions, outcomes and key business measures to identify areas of improvement
- Support the development of options appraisals to assess the most suitable means of delivering the commissioning intentions

- Ensure the right provider is commissioned to achieve our objectives through a mixed economy of internal and external suppliers.
- Work in collaboration with the Operational Managers and Commissioning Support Unit, to put in place frameworks to monitor and manage quality performance of commissioned services.

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

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

- Support the development of key partnerships
- Support the shaping and influencing the market
- Support the co-production of commissioning strategies and intentions with key stakeholder groups
- Support any required consultation activities

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none"> • Workforce development • Workforce planning

- Recruit and ensure effective on-boarding of team members

- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none"> • Monitors the service performance framework • Ensure best use of resources • Ensure effective service design • Oversight of budget

- Plan, task, deploy and co-ordinate resources to meet changing commissioning needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"> • Deals with performance issues • Maintains business continuity • Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

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



do what
we say



move with
purpose
and energy



focus on
solutions



help people
and
communities
to find their
own solutions



build strong
working
relationships



be the
best we
can be

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

