



ROLE PROFILE FOR

CAPITAL AND TREASURY ACCOUNTANT

Role Title: Capital and Treasury Accountant

Service: Finance

Location: Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD

Reporting To: Strategic Finance Manager

Role Purpose

- To deliver the accountancy functions in relation to the Council's capital and treasury activities
- To provide a comprehensive professional accountancy and general financial advisory service to all officers on capital accounting and treasury financing
- To prepare, monitor and report on capital and treasury matters as appropriate
- To develop the capital and treasury strategies that are reported as part of the annual budget setting and medium term financial strategy.

Main Duties and Accountabilities

Knowledge and Expertise

Key tasks and skills

- To ensure that all regular finance processes/tasks are completed consistently and in line with the Council's standing orders, financial regulations and accounting standards.



- To compile detailed capital budgets for inclusion within the Council's budgets working with services in line with each Council's budget processes.
- To ensure that budgets are monitored, managed and reported to senior management and committees in accordance with the set timetable
- To support the preparation of information and strategies for elected Members and the public.
- To apply common business principles to services
- To ensure that issues identified within internal audit reports are responded to and acted upon, as appropriate
- To work on cross-service initiatives and projects as required
- To report to members and officers on the financial performance of the capital budgets
- To report to members and officers on the financial performance of the treasury services
- To maintain and review the Council's cashflow to ensure sufficient funds are in place when required and surplus funds are managed appropriately with regard to security of funds, liquidity requirements and potential yield (and in that order of priority).
- To ensure that capital expenditure and funding are accounted for correctly in year-end accounts
- To carry out company financial appraisals in support of procurement exercises and other purposes as required

Accounting

- Ensure that all Treasury dealings are posted correctly
- Ensure that all treasury and capital information required for the annual accounts is posted in line with statute, accounting standards, BVACOP and auditors advice
- Prepare the treasury and capital sections of the annual accounts and associated disclosure notes
- Assist with the completion of Government Statutory returns as directed by the Strategic Finance Manager and Technical Accounting Manager.



- Assist with the wider work of the Technical Accounting team as required
- To work with any external contractors to ensure that the accountancy information is complete and up to date
- To ensure that the Council's financial records are maintained in accordance with the instructions of the Strategic Finance Manager

Capital and Assets

- To manage the preparation of the capital strategy and budgets as required
- Ensure that assets and capital charges are recorded in the annual accounting statements as necessary in accordance with best practice and guidance

Probity

- Ensure the Council's financial transactions, budgets and accounts meet with all due standards of probity and that they comply with relevant legislation, accounting codes of practice, financial regulations and standing orders
- Keep up to date with relevant legislation, accounting codes of practice and guidance, including attendance at online and in person seminars and updates

Systems

- To work to develop the Civica financial systems to support the work of services.
- To work on developing spreadsheet models and other methods to streamline recharges and reallocations of costs

Special Projects

- To work on the financial development and appraisal of potential partnership projects and alternative business models
- Undertake, participate in or advise on special projects and working groups as required

Creativity and Innovation

- To advise, support and offer creative solutions to service areas that the role supports around budget setting, reporting, management and monitoring, including forecasting year end positions. This includes managing over and underspends in the most efficient (and corporate) manner.



Financial Accountability

- To ensure the Services capital budgets are monitored accurately and on time. To continually look for efficiency savings, wherever possible
- Oversight of capital budgets ranging annually from c.£2 million to c.£20 million depending on programme
- Treasury management responsibility for annual treasury turnover of c.£200 million of Council income and collection fund receipts
- Interest payable of c.£6 million and interest receivable >£400,000
- To plan, monitor and control expenditure and income in relevant areas so that spending is in line with budgets and savings targets
- To maintain financial probity across the service areas supported
- To raise any finance or accounting issues with the Council's Chief Finance Officer (Section 151 Officer) or nominated deputy.

Impact upon the Organisation & the Community

- To effectively contribute towards providing and improving the level of service that finance provide to all customers, officers, Members and organisations, maintaining and building effective relationships.
- To be able to converse clearly with other members of staff in terms that a non-finance professional can understand.
- To be able to provide training for services to enable them to use the Civica system
- To prepare financial reports to Committees and senior management in a clear manner that can be understood by non-finance professionals.
- Officers should ensure that in all corporate activity, they take into account and are responsive to the values of equality and diversity and meeting equal opportunity policies



Management & Supervisory Responsibilities

- Deputise for Technical Accounting Manager/Strategic Finance Manager where necessary and attend meetings on their behalf on occasions when needed.
- Direct, supervise and manage other junior accounting staff in capital accounting processes and budget admin tasks (no direct line management)
- Oversee other accountancy officers with regard to Treasury Management
- Work closely with service areas to provide financial training and guidance to non-finance staff.

Initiative & Independent Action

- To work autonomously using own judgement to make decisions with only occasional reference to the Technical Accounting Manager and Strategic Finance Manager.
- To ensure Council internal procedures and financial regulations are complied with
- To ensure that accounting records are maintain on the ledger in accordance with the accounting policies and the Council's chart of accounts.
- Recognise, prevent and minimise fraud both internally and externally by knowledge of fraud awareness issues and counter-fraud provisions, adopting procedures according to current policies, referring discrepancies to the Council's Internal Audit section
- To keep up to date with changes in Accounting Policies and all technical aspects of changes required
- Work with colleagues, the Technical Accounting Manager and the Strategic Finance Manager to manage the workload within the department
- Plan and organise work effectively to deliver corporate and services objectives and priorities



General

- Work with absolute personal integrity at all times.
- Undertake other roles, responsibilities and duties commensurate with the level and expectations of this post which may be required from time to time.
- Provide training for services to enable them to use the Civica system.
- Maintain a secure working environment at all times and adhere to health and safety procedures.

Continuous Professional Development

- Keep up to date with changes in legislation, financial regulations, accountancy practice and updates on the accounting systems.
- Ensure all professional development is undertaken to ensure continuation of any professional qualifications.

Customers and Contacts

Important Internal Relationships

- Director of Finance (Section 151 Officer)
- Strategic Finance Manager (Deputy Section 151)
- All Accountancy Managers
- Transactions Officers
- Internal Audit
- All Financial System Users
- Corporate Management Team
- Partnership client function officers (where applicable)
- Information and Communications Technology Service
- Service Budget Holders



- Other staff throughout the authority

Important External Relationships

- External Auditors
- Funding/Grant giving bodies
- Financial institutions, brokers and advisors
- Accountancy/Public Finance User Groups
- Technical Accountancy bodies
- Partnership bodies (where applicable)

Additional Requirements

- To continuously suggest/improve and/or update processes and procedures by digitalisation and streamlining with a view to maximising effectiveness, efficiency and to enable data sharing.
- To work collaboratively with colleagues in accordance with our corporate values and policies to achieve the Council aims and objectives.
- Ability to work from home if required, with access to reliable fast broadband connectivity.
- No contra-indications in personal background or criminal record indicating unsuitability in this role.
- Legally entitled to work in the UK.
- Ability to participate in the Council's out of hours Civil Emergency arrangements.
- Carries out any other duties commensurate with the grade of this post as is required of the Council.



Capital and Treasury Accountant – Person Specification

Qualifications and Training

Criteria	Essential or Desirable	Application, Interview or Assessment
Minimum of 5 GCSE including maths and English	E	A/I
Possession of an accounting qualification, as a minimum AAT or equivalent.	E	A/I

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
Understanding of the principles of accounting within the public sector.	E	A/I
Proven extensive experience in a finance role within a Local Authority or similar complex/large organisation delivering financial services.	E	A/I
Comprehensive in depth knowledge and experience of financial processes and procedures in a Local Authority or similar organisation with an awareness of topical issues.	E	A/I
Experience of using PC applications and financial systems.	E	A/I



Good ICT literacy including use of word and excel.	E	A/I
Understanding of Capital accounting.	E	A/I
Knowledge of Treasury Accounting and practices	E	A/I
Knowledge of the latest issues affecting local government.	D	A/I
Ability to use Crystal Reports.	D	A/I
Knowledge of local Government finance including accounting standards and statute.	E	A/I

Skills and Relations with People

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to express ideas and facts clearly and confidently to others at all levels	E	I
Able to communicate in a variety of styles, including the production of reports, and other forms of communication materials	E	I
Able to give high quality, sound advice on financial matters	E	A/I
Ability to develop good working relationships with colleagues and gain mutual respect	E	A/I



Creativity and Innovation

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to find solutions and imaginative approaches to improve or introduce processes and systems.	E	A/I
Ability to identify areas for improvement and solve problems effectively.	E	A/I

Financial Accountability

Criteria	Essential or Desirable	Application, Interview or Assessment
Experience and understanding of monitoring and reporting on large budgets to varied audiences	E	A/I
Responsible for ensuring all data and financial information is obtained and retained in accordance with relevant financial regulations	E	A/I

Impact upon the Organisation and the Community

Criteria	Essential or Desirable	Application, Interview or Assessment
Experience of developing initiatives designed to maintain a secure financial services environment at all times	E	I



Experience of assisting services in achieving their objectives	E	I
Understanding of the key objectives of the authority and its services.	E	I

Management and Supervisory Responsibilities

Criteria	Essential or Desirable	Application, Interview or Assessment
Management and Supervisory experience of staff management	D	A/I

Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
Display an enthusiastic approach and an ability to take the initiative to positively influence, and demonstrate, effective decision making.	E	I
Able to develop new/improved and cost effective ways of working.	E	I
Ability to manage and make decisions independently and create clear and concise reports, reviews and statistical analysis which contribute towards service objectives.	E	I
Ability to implement and monitor complex projects	E	A/I



Additional Requirements

Criteria	Essential or Desirable	Application, Interview or Assessment
Flexible team player, professional, enthusiastic, open and honest.	E	I
Positive approach to change, new challenges, tasks and ideas.	E	I
Focused, accurate and methodical with confidence in their own ability.	E	I
Demonstrate a desire for continuous self-improvement.	E	I
Strong communication skills and ability to use them at all levels.	E	A/I
Proven ability to time manage and prioritise own workload, contributing to the achievement of team objectives when appropriate.	E	A/I
Be able to work concurrently on a wide range of tasks, meeting deadlines with the minimum of support and intervention.	E	I
To be aware of the relevant Health and Safety practices within the organisation.	E	I

DBS Requirements

- No Check Required / Basic Check / Standard Check / Enhanced Check / Enhanced Adult & Child Barred

