

Treasury Accountant

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Job Description

Job Title Treasury Accountant

Location Civic Offices

Grade/Salary Range RG6m (scp 28-scp 33) gateway at scp 31

Service/Directorate Finance/Resources

Job Purpose

1. Reporting to the Capital and Treasury Lead this post will provide expert knowledge in relation to the Council's Treasury Management Function. The post will work closely with colleagues within Finance to improve the quality of financial information used in developing the Council's Capital and Treasury Strategies and the implementation of robust systems and processes for investment and borrowing activities. The post will work collaboratively to share expert knowledge and support the Capital and Technical Accountants in developing the team's knowledge and expertise in this specialism.
2. This post will also support the Capital and Treasury Lead with their duties, including maintaining internal technical accounting standards, systems and processes to ensure that the Council can swiftly and accurately report its financial performance, both monthly and annually.
3. In supporting the Capital and Treasury Lead, this post will also support the delivery of all forms of financial reporting by the Council as a corporate body, ensuring high standards of compliance with external guidelines and requirements, statutory or otherwise, reliably meeting set deadlines.
4. This post is essential in developing and maintaining high professional standards and upholding the responsibilities of the s151 officer at all times.

Designation of Post and Position within Departmental Structure

1. The role reports to the Capital and Treasury Lead and will work closely with finance business partner teams across services(s)/projects that they are supporting.

Main Duties and Responsibilities

General functions of the role:

2. Undertake transactions to invest surplus funds in accordance with the Treasury Management Strategy Statement and other written procedures, including dealing with London Money Market brokers and investing directly with counterparties.

3. Undertake transactions to borrow funds in accordance with the Treasury Management Strategy Statement and other approved procedures.
4. Prepare, manage and forecast the Council's cash flows for use by finance colleagues.
5. Liaise with counterparties regarding the Council's bank accounts.
6. Monitor the financial markets and make recommendations on the source and timing of long-term borrowing.
7. Contribute towards the preparation of the Treasury annual strategy and outturn report for Council.
8. Contribute towards the preparation of mid-year performance and compliance report for the Audit and Governance Committee.
9. Review internal procedures, borrowing and investment strategies, and lending lists in the light of discussions with professional advisers and present these for approval by the Financial Planning and Strategy Manager via the Capital and Treasury Lead, to then be submitted for member approval as appropriate in accordance with the Treasury policies and strategies.
10. Develop and report against performance indicators, including active engagement with benchmarking groups for comparator data.
11. Prepare and submit borrowing and lending enquiries and other statistical returns to Government Departments in accordance with statutory deadlines.
12. Prepare and monitor budgets and prepare final accounts for investment income and borrowing costs, including the reconciliation of interest paid and received.
13. Prepare the Financial Instruments notes for the Statement of Accounts.
14. Contribute towards the procurement of the treasury management advisors as well as involvement in the procurement of the main provider of bank services.
15. Support the delivery of all forms of financial reporting (revenue and capital) by the Council including the quality control review of these reports.
16. Contribute to the delivery of the annual Statement of Accounts in accordance with the CIPFA Accounts Code with an understanding of the impact of IFRS in the public sector, other requirements and standards and the statutory timetable.
17. With the Capital and Treasury Lead, assist with setting and maintaining internal standards for technical accounting procedures and processes.
18. Contribute to maintaining the integrity of the balance sheet (including provisions and reserves) and control accounts throughout the year to ensure that year end closedown is completed swiftly and accurately with no material errors.

19. To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post.

Gateway progression criteria RG6 (scp 28-scp 33)

1. Produce regular updates on Treasury Management activities for circulation to senior officers and communicate via appropriate media.
2. Produce and maintain the Treasury Management Practices manual and deliver regular training and support other finance colleagues in transacting investment and loan dealing to ensure resilience and continuity within the team.

Scope of Job (Budgetary/Resource Control/Impact)

1. The post holder will interact with many other people and will need to maintain good working relationships with:
 - Strategic business partners and their teams
 - Those responsible for delivering capital projects
2. Staff Responsibility: No direct line reports but will be expected to work with staff across the Finance Team and beyond.
3. Budgetary Responsibility: None.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post No Check Required

*If *, does the post require a check against the list of people barred from working with vulnerable adults?* NO

*If *, does the post require a check against the list of people barred from working with children?* NO

What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks) N/A

Is this post “politically restricted”? NO

Responsibility for Health & Safety: LEVEL 1

Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified N/A

Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the "Main Duties & Responsibilities" above None

Person Specification

Qualifications/Education/Training

1. AAT qualified technician or part CCAB qualified.
2. Evidence of engagement in continuing training and development activities provided by expert external advisers and CIPFA to ensure the Council remains up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.

Experience

1. Knowledge and experience of public sector finance frameworks especially in local government
2. Broad knowledge of public sector services.
3. Knowledge of and demonstratable interest in local government Treasury Management Practices.
4. Experience of contributing to setting and monitoring budgets and plans for a specific service within a large organisation or for a small overall business.

Skills, Abilities & Competencies

1. Well-developed communication and interpersonal skills in order to interact effectively with external providers, members and senior finance officers. To enable the development and maintenance of effective working relationships.
2. Ability to challenge and influence clients to make financial and performance decisions that they would not otherwise make, to promote understanding of technical information and to successfully advise and guide clients to make sound decisions which could have a significant impact.
3. Strong customer focus with the ability to work as a key client contact and provide a professional service to meet their needs.
4. Ability to assimilate and interpret complex financial information and present it to non-financial audience in a clear and concise manner.
5. Ability to learn quickly, developing expert knowledge and applying expertise for the benefit of the Council.
6. Fastidious about detail, but also able to see the “big picture”
7. Confident in managing own time and a self-starter
8. Resilient

Specific Working Requirements

1. This post is predominantly office based, within the Civic Offices
2. Able to work a 37 hour week (within a flexitime scheme), including occasional additional hours during periods of high volumes of work and the flexibility to attend occasional evening meetings if required.