

Job Description

Post Title: Lead Financial Planning Accountant

Directorate: Finance and Business Hub

Reports to: Financial Planning and Coordination Manager

Direct Reports: 0

Key Relationships: Finance Team, Business Planning & Performance Reporting, Corporate Strategy team

Role Purpose

Support the Financial Planning & Co-ordination Manager in developing the strategy and action plan for constructing the annual medium-term financial plan.

Lead the creation, communication and approval of all WMCA capital and revenue medium term financial plans.

Manage the process allowing for sufficient challenge and review to ensure that financial plans are accurate and robust

Manage proper identification and appraisal of potential options as plans mature.

Support and promote best practice through the team to ensure processes and procedures are efficient, effective and best serve the business need.

Lead the centralised function which allows WMCA to assemble information on progress against financial plans for reporting internally and externally.

Accountabilities

- Support production of a detailed week by week plan documenting all intended planning activity and approval gateways up to and including WMCA Board.
- Production of the approved draft and final WMCA budget reports for endorsement internally and movement through relevant approval gateways.
- Support the Financial Planning and Coordination Manager in Delivery and execution of a robust capital and revenue budgeting process which evidences plans are affordable and represent value for money.

- Production of financial monitoring processes and reports which provide assurance internally and externally that the financial position of the organisation is understood, and relevant actions are being taken where necessary.
- Capturing all financial risks inherent within the capital and revenue programmes for upwards communication to the Senior Finance Team

Responsibilities

- Support the Financial Planning and Co-ordination Manager to define, agree, implement, monitor and report outputs from all annual capital and revenue financial planning arrangements; culminating in the approval by WMCA Board of the final budget during Quarter 4.
- Manage the process for robust challenge, scenario planning and appraisal of options to ensure financial plans are accurate, thereby aiding effective decision making.
- Input into monitoring and reporting of delivery of organisational efficiencies where necessary.
- Maintain close relationships with the Finance Business Partner network to ensure risks / issues / opportunities are fully reflected in all emerging financial plans and financial monitoring reports.
- Manage the rollout of effective processes and practices underpinning the month-end monitoring and budgeting cycles.
- Identify learning from previous experiences and other organisations; investigating options for improving the processes which underpin WMCA's financial planning / monitoring activity.
- Produce accurate financial monitoring reports within agreed timescales which provide robust, timely analysis of all financial monitoring ensuring that senior management are focused on all key risks / opportunities.
- To be responsible for health and safety training and development as defined in appropriate WMCA's policies.

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other***
Management accounting experience	X		X		
Experience working along-side and supporting senior managers	X		X	X	
Experience of budget and forecasting process	X		X	X	
Experience of using financial modelling techniques.		X	X		
Skills/Knowledge/Abilities	E	D	App	Int	Other
Knowledge of public sector financing		X	X		
Good working knowledge of using spreadsheets and experience of using and maintaining computerised financial systems	X		X		
A good working knowledge of policy frameworks, management structures and reporting procedures.	X		X		
Excellent time management skills and ability to manage multiple deadlines			X	X	
Excellent attention to detail and able to produce accurate work	X		X	X	
Excellent communication and inter-personal skills	X		X	X	
Qualifications/ Professional Memberships	E	D	App	Int	Other
CCAB or CIMA qualified accountant	X		X		
Membership of one of the following bodies: ACCA, CIMA, CIPFA, ICAEW/S	X		X		
Educated to degree level or equivalent.	X		X		

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focused.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.

Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis