

Job Description

Job Title:	Treasury Accountant
Directorate/Team:	Finance and Business Hub
Location:	16 Summer Lane, Birmingham, B19 3SD
Responsible to:	Lead Treasury Accountant
Responsible for:	No direct reports
Key working relationships: (internal)	WMCA, MML, and WM5G finance officers
Key working relationships: (external)	Treasury advisors, banking service providers, fund managers, money brokers

Purpose of the Post

To support the Lead Treasury Accountant in providing a professional Treasury Management Service to WMCA ensuring the security and liquidity of all WMCA cash resources whilst operating in line with published Treasury Management Strategy guidelines and the CIPFA code.

Accountabilities (Deliverables)

- Ensure all information pertaining to WMCA cash-flow, investments, interest and debt is controlled in a robust manner, appropriately supported through an auditable trail. Ensure accurate and timely updates to that information are made to ensure the information is suitable for management reporting and decision making purposes.
- Ensure the timely preparation of all information for statutory returns and internal audits as and when required.
- Ensure the timely preparation of information for submission to the Treasury Management Group.
- Produce draft reports relating to the Treasury Management Strategy / Mid-year / Out-turn for review by the Lead Treasury Accountant.

Responsibilities (Duties)

Strategic

- Deliver financial support and input to the wider Finance Team during strategic planning processes such as Medium Term Financial Plan and Capital Strategy
- Analyse proposals and prepare financial comments for reports ensuring that they clearly describe the financial consequences of the recommendations with particular emphasis on maintaining value for money throughout WMCA

People

–

Operational

- Ensure the accuracy of the daily cash flow for WMCA by preparing robust cash flow models and processes to be used as a management tool to aid effective decision making with regard to investments / borrowing and working capital
- Ensure accurate short / medium / long term cash flow forecasts are developed and maintained to aid effective cash planning and borrowing / investment strategies
- Maintain the counterparty list and ensure the effective management of any short term cash surpluses or shortfalls, ensuring that Treasury Management procedures are adhered to at all times
- Ensure the accurate posting of all treasury transactions to the financial system including reconciliation of suspense accounts, and assist in the development of Treasury Management practices
- To demonstrate a thorough understanding of and to adhere to the WMCA Treasury Management Strategy when undertaking treasury tasks

- Ensure accurate documentation of WMCA Treasury Management Practices and proper preparation for internal / external audit

Financial

- Ensure that the current capital financing position is accurately reflected within the consolidated Financial Monitoring reports in accordance with defined timescales
- Monitor and report the overall financial position of the nominated area, to ensure that the current position is accurately reflected within the consolidated Financial Monitoring reports in accordance with defined timescales
- Develop robust budget proposals in relation to medium term financial plans for capital financing to be approved by the Lead Treasury Accountant
- Prepare draft Strategy / Mid Year / Out-turn reports for the Lead Treasury Accountant to review and approve

Other

- The duties and responsibilities in this job description are not exhaustive and the jobholder may be required to undertake other duties within the general scope of either the level or nature of the post.

Person Specification (How Evidenced Key: A = Application, I = Interview, T = Testing/Assessment)

Requirements Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A	I	T
Relevant accounting experience		X	X	X	
Experience of working alongside and supporting senior managers	X		X	X	
Experience of liaising with Senior District colleagues and external funding partners		X	X	X	
Experience of using financial modelling techniques.		X	X	X	X
Skills / Knowledge	E	D	A	I	T
Knowledge of public sector financing		X	X	X	
Good working knowledge of using spreadsheets and experience of using and maintaining computerised financial system.	X		X	X	
A good working knowledge of policy frameworks, management structures and reporting procedures		X	X	X	X
Excellent communication and inter-personal skills		X	X	X	X
Ability to establish and maintain good working relationships across the team and the organisation as a whole.	X		X	X	
Qualification / Education / Training	E	D	A	I	T
CCAB Finalist		X	X		
Educated to degree level standard or equivalent		X	X		

Core Expectations

Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer as necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality Diversity & Inclusion	Promote and champion equality, diversity, and inclusion in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR	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.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

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 Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
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.

Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)		
Yes ☐	No ☒	Yes ☐	No ☒	Standard ☐	Enhanced ☐	None ☐

Job Evaluation Details

Date Evaluated	Job Family	Level/Grade	JEP Reference