

## JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

### A. POST DETAILS:

Job Title:	Treasury Accountant	Current Grade:	B004
Department:	Finance and Procurement	Area:	FHQ
Reports To:	Senior Financial Accountant	No of Posts:	1
Level of vetting:	MV	Post Number:	XXXX

### B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The post holder is a member of the Financial Accounts team and will be responsible for:

- Development of a detailed and accurate cashflow forecasting model. This model will forecast the cashflow for the whole of organisation.
- Management of BTP's cashflow forecasting work
- Development of short and long term cashflow reports to the Finance Director and Chief Officer Group to enable strategic decision making.
- Reporting to the BTP Authority's executive team and Authority Member's on the cashflow impact of key strategic decisions.
- Managing the bank reconciliation process
- Liaising with internal and external audit, providing support to the BTP Authority's Audit and Risk Committee including drafting clear and concise reports, implementing audit recommendations arising from Internal Audit work;
- Providing technical treasury accounting advice within the finance team and to business areas as required;
- Support the development of improvements to financial processes and controls.
- Maintaining a sound system of internal control
- Assisting with general financial accounting

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**C. DIMENSIONS OF THE POST** *The key statistics associated with the post*

**Financial – Direct or Non-Direct**

Responsible for overseeing the cash flow forecasting with a cash balance of approx. £30m ensuring that balances are maintained above set thresholds.

Management of bank reconciliation process

**Staff Responsibilities – Direct or Non-Direct**

A level of coaching and support for junior finance team members

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**D. PRINCIPAL ACCOUNTABILITIES:** *What the job is accountable for and required to deliver*

**Cashflow forecasting and reporting**

- Develop the cashflow model to improve level of accuracy, allow quick and timely updates and to improve long term forecasting.
- Working with key finance team members and project teams to ensure assumptions remain current
- Daily monitoring of cash balance against cashflow forecast
- Escalation of issues which will impact cashflow; ie aged debt to Deputy Director Financial Control.
- Weekly preparation of cashflow report for the BTP Finance Director
- Report to Chief Officer Group and BTP Authority Executive team and respond to any questions they may have to enable decision making.

**Manage the bank reconciliation process**

- Responsible for managing the reconciliation of the current account on a weekly basis with the support of the Junior Financial Accountant.
- Responsible for maintaining three other bank accounts on a periodic basis

**Financial Statements**

- Support the Financial Accounts team in the overall management and review of the Financial Accounts.

**Financial Systems and compliance**

- Working closely with the Financial Systems team to develop and implement systems processes, controls and improvements
- Supporting the development of an effective financial control environment.
- Monitoring and reporting on compliance with financial and treasury controls

**Build and Manage Customer Relationships**

- Establish and maintain good relationships with key internal customers.
- Liaise directly with internal customers as required to ensure accurate information is used for cashflow assumptions and receivables reporting.

**Develop Staff and Communicating Effectively**

- Provide effective coaching and support for junior finance team members
- Promote and support effective team working within the Finance and Commercial team and the wider business
- Be an ambassador for the Department, representing the Finance Director as required

**Internal and External Audit Liaison**

- Prepare, compile, analyse and co-ordinate information for internal and external auditors to ensure

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accurate and timely provision of information.

**Managing change**

- Leading the team through organisational and process-related change.
- Contributing to the Force's Efficiency Plan, including implementation of relevant changes within the Department

**Working flexibly and positively**

- Undertaking other projects and 'business as usual' activities as assigned
- Working collaboratively with colleagues.
- Contributing to the improvement of the finance function and promoting a culture of continuous improvement.
- Planning their own work to respond to changing priorities.

**E. DECISION MAKING:**

**Make decisions**

The post holder is required to:

- undertake assumptions and judgements in preparing the cashflow forecast;
- interpret and implement the requirements of the applicable financial reporting framework and the accounting policies adopted by the organisation;

**Significant say in decisions**

Advising the Finance Director, Chief Officer Group and the BTP Authority on projects and decisions with regards to impact on cashflow.

**F. CONTACT WITH OTHERS:** *The frequent contacts the post holder has with others and for what purpose*

**Internal**

Finance Director, Director of Capability and Resources- *cashflow impact of strategic organisational decisions*

Deputy Director Financial Control, Deputy Director Decision Support, Deputy Director Commercial and Procurement, Senior Financial Accountant- *day-to-day decision making*

**External**

BTP Authority Executive team and members, Internal Auditors, and External Auditors

**G. REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

**Essential Criteria:**

**Qualifications and Training:**

+Professional accountancy qualification (ACA/ACCA/CIMA)- fully qualified

**Experience:**

Extensive experience of:

- Preparing cash flows and developing cashflow models
- Preparation of bank reconciliations
- Financial reporting to meet accounting standards
- Delivering value added financial reporting
- Prioritising workload in order to meet multiple deadlines
- Building strong relationships with a wide range of internal and external stakeholders to deliver successful outcomes

**Skills:**

- Ability to apply technical accounting skills and data analytical skills to a large amount of data and report in a transparent and succinct manner
- Identifying the main issues in complex problems, clarify understanding and developing pragmatic solutions
- Reporting on strategic issues to senior non-financial managers both in writing and orally
- Communicate confidently at all levels including senior management level.
- Promote teamwork and co-operation across teams to enhance performance.
- Take responsibility for implementing change successfully in the relevant functional area..

**Knowledge:**

- Awareness of challenges facing the public sector
- Good knowledge of accounting and budgeting frameworks

**Desired Criteria:**

**Qualifications and Training:**

- Additional treasury accounting training

**Experience:**

- Experience of central government or public sector financial reporting frameworks

**Skills and knowledge:**

- Good understanding and working knowledge of the Treasury FReM.
- Awareness of the principles of managing public money

**H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

N/A

**I. AUTHORISATION DETAILS**

Prepared By:	Senior Financial Accountant and Deputy Director Financial Control	Date: 06/11/2017
Area Commander /FHQ	Finance Director	Date:
HoD:		Date:
Evaluation Panel:		Date:

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