



JOB DESCRIPTION

JOB TITLE: Financial Controller

REPORTS TO: Finance Director

GRADE: SCP 49 – SCP 52 (£55,240 - £58,379 - inclusive of London Allowance element)

RESPONSIBLE FOR: Finance Team

Internally - All staff within the Valuation Tribunal Service – specifically the Finance Team and the Finance Director; Chief Executive; VTS Board; Directors; Managers and Registrar; President; Vice Presidents and Members of Valuation Tribunals for England (VTE).

Externally - MHCLG as sponsor Department, internal and external Auditors, all other stakeholders and VT users, Professional bodies and organisations, third party contractors and Statutory bodies.

JD & PS last reviewed 8-9-20

MAIN PURPOSE

To proactively assist the Finance Director in the development and maintenance of all necessary financial controls, system and processes to ensure the efficient and effective management of the VTS's finances and compliance within statutory requirements and requirements governing the Framework Agreement with our sponsoring department.

To develop systems and procedures to ensure the efficient and effective management of VTS's finances in line with statutory and sponsoring department requirements.

To produce accurate and timely financial information about the VTS's financial status and performance that will enable decisions to be taken relating to the VTS's financial strength and security.

To manage and direct the Finance team in ensuring the efficient and effective delivery of robust finance processes and policies necessary to support the VTS in its policy objectives, taking them through a period of change and development whilst maintaining the integrity of the financial system and ensuring compliance with the regulatory framework.

To lead in budget management, regular and mid-year reviews with budget holders, providing accurate advice on financial management and financial controls and ensuring that spending is maintained with any underspends/overspends identified in a timely manner.

MAIN RESPONSIBILITIES

Prepare robust VTS Annual Accounts and MHCLG quarterly returns into Group Accounts in accordance with the Financial Reporting Manual (FReM) and Accounting Standards frameworks, to the agreed timetable and providing adequate time for management review and challenge in advance of submission. Ensure that the associated budgeted impact is clearly communicated and any budgetary issues are raised with the Finance Director.

Proactively manage the production of monthly management accounts, Board Reports, Grant-in-Aid requests, cash management returns, key performance indicators, transparency reports and other returns for both external and internal users, including MHCLG. This will include presentation to stakeholders as required.

As required, deputise for the Finance Director.

Ensure compliance with internal controls and Framework of authorities and maintain appropriate policies and procedures.

Liaise with external audit on the audit of the Annual Accounts ensuring delivery of the Accounts and all supporting data to a high quality and within a clearly defined and acceptable timeframe.

Liaise with internal audit and ensure delivery and compliance with audit requests facilitating any audit activities. Monitor and report on any audit actions arising from internal and external audit reports.

Ensure that the annual budget setting process is carried out with reference to the Standing Financial Instructions, Scheme of Delegation, the VTS Framework Agreement and the Finance Manual.

Production of monthly returns to budget holders reporting on actual expenditure to date and working with them to provide robust and supportable forecasts for the coming year.

Responsible for the delivery of the transactional processing requirements for the VTS and ensuring that all financial transactions reported on SAP are fully supported, applied and authorised in the correct manner.

Direct and control Finance staff to ensure that they are appropriately motivated and trained and carry out their responsibilities to the required standards, driving up standards and providing an environment in which staff can positively contribute, influence change and develop expertise.

Carry out performance development reviews with direct reporting staff in accordance with VTS policy and to the timeframe specified, ensuring that all staff have challenging objectives in place providing the opportunities for development and training so that they can deliver high quality services. Take proactive action in line with HR policies in the event of underperformance.

Adopt a culture of continuous improvement to ensure that all policies and processes are continually reviewed for accuracy and updated accordingly dealing with non-compliance where this is found.

Manage and implement effective reconciliation processes and procedures.

Contribute proactively to the production of high quality and persuasive business cases as required.

To keep up to date with changes in Accounting Standards, new initiatives, HMT and MHCLG requirements and other changes in order to highlight risks and challenges and maintain compliance with the regulatory framework.

Advise on best practice, professional standards and codes of conduct relating to financial matters.

This is an indicative document of the duties involved but as a small organisation you may be involved in other work not specifically mentioned above. You will therefore be expected to undertake such other duties as may reasonably be required of you, commensurate with your grade and role.

PERSON SPECIFICATION

SKILLS AND EXPERIENCE

- A fully qualified finance professional with a recognised accountancy awarding body (ACA, ACCA, CIMA, CIPFA etc.)
- Proven experience of taking charge and delivering financial and management accounts successfully within a robust financial framework and engaging with senior management for reporting purposes.
- Experience of designing and implementing robust financial controls and reconciliation procedures.
- Experience of working in a public sector environment delivering financial and management accounts, including the experience of central government budgeting and accounting practices and public sector accounting requirements (e.g. government accounting including FReM, MPM, budgets and estimates).
- Experience of applying complex accounting issues and public sector guidelines and rules (IFRS experience preferred), including management of defined benefit pension scheme.
- Experience of financial accounting processes, including producing financial statements.
- Experience of leading, managing and developing a team.
- Experience of the provision of financial and practical advice to senior management - Directors and the Chief Executive - including the provision of high-level written reports/papers dealing with complex issues.
- Experience and skills in presenting relevant reports and updates clearly to stakeholders within both formal and informal settings.
- Excellent analytical skills and personal credibility to communicate and present complex financial issues clearly to senior managers, board and committee members, as well as to relevant third parties including MHCLG and external auditors.
- Experience of working with and building effective relationships with colleagues to ensure effective business planning and decision making.
- Excellent Microsoft Office knowledge including excel to an advanced standard.
- Experience of using financial management systems, including financial reporting tools, preferably SAP.
- Able to challenge and influence others, to contribute to effective decision making.
- A highly motivated self-starter with the ability to organise, plan and prioritise work of themselves and others, identify challenges and risks and deliver agreed objectives.
- Positive attitude and a can-do approach.