



Spelthorne Borough Council

Job Description

Date Prepared:	16 September 2021		
Post Title:	Partnership Manager		
Post Number:	xxxx	Grade:	Xxxx (£xxx to £xxx)
Group:	Finance		
Report To:	Deputy Chief Executive		
General Duties:	To manage the Transactional Financial Services Partnership between Spelthorne Borough Council and Mole Valley District Council. Ensuring the partnership supports the management accounting teams in each of the councils and provides technical accounting, and transactional services for both councils. Deputise for the Deputy Chief Executive as and when required.		
Essential Requirements:	A qualified CCAB accountant with a minimum of 2 years local, government experience		
General Responsibilities:	<p><u>Equal Opportunities:</u> The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.</p> <p><u>Health and Safety:</u> To work in accordance with each of the councils' commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures and attending training as appropriate.</p> <p><u>Risk Management:</u> To be aware of each of the councils' policies on Risk Management and to escalate any new, emerging or potential risks to your line manager.</p> <p><u>Data Protection:</u> To ensure that all necessary data is provided in an accurate, reliable and timely manner, and is fit for</p>		

purpose in accordance with each of the councils' Data Protection Policies.

Particular Duties:

- As team manager, recruit, develop and manage the partnership to ensure the provision of a high quality, effective professional financial accounting and transactional finance service, keeping yourself and the section abreast of developments affecting local government generally and professional accounting developments in particular and maintain your professional status through your accountancy bodies' continuous professional development scheme.
- Line management of:
 - Deputy Chief Accountant (Financial accounting lead for SBC)
 - the financial accounting Lead for MVDC
 - Systems Accountant / Creditors Team Leader (Transactional Services Lead SBC)
 - Exchequer Manager (Transactional Services Lead for MVDC)
- Line management duties for the above posts include for example, having regular 1 to 1 meetings (at least once per month), undertaking personal development reviews in accordance with Spelthorne Borough Council's scheme, and reviewing job descriptions etc. Any changes to either the structure of the partnership or any job descriptions / person specifications will need to be approved by both the S151 Officers of the councils in the partnership.
- Actively promote service development and ensure continuous improvement of specific activities within the partnership as identified by the partnership working group.
- Manage the closure of accounts, preparation of the statement of accounts, all supporting statements and working papers and associated liaison with the external auditors and other related parties for each of the councils in the partnership.
- Ensure that there are appropriate systems and procedures for treasury management activity and reporting, including the prudential indicators.
- Assist the Section 151 Officer in the overall production of the Final Accounts
- Provision of high quality and timely financial advice and information to officers, councillors and external parties.
- Arrange and manage regular liaison meetings with each of the council's lead officers for management accounting.

- Overall responsibility for providing appropriately verified monthly budget monitoring summaries for revenue and capital budgets to the management accounting lead officers in each of the councils in the partnership. These will be provided on a mutually agreed schedule and in a mutually agreed format.
- Monitor the overall system of recharges of central support costs and ensure regular updates, including recharges to Council companies
- Ensure the completion of relevant statutory financial returns to the agreed deadlines
- Committee work – drafting reports, and attending committees of the Council, as required and particularly for reports written by your service.
- Attend other working parties and committees etc as required during working hours , or with a minimum of 24 hours notice for out of hours meetings
- Provide budget monitoring, closure of accounts support to Knowle Green Estates, and other Council companies
- Provision of information to lead management accounting officers in each of the councils so that they can support services in formulating their business plans, performance measures, and revenue and capital spending plans.
- Maintenance and security of clear, understandable and accurate financial and other accounting records. This includes ensuring that each of the councils have systems and procedures in place to:
 - Monitor and reconcile balance sheet codes (reserves, suspense accounts etc.)
 - Monitor progress against any relevant financial strategies, e.g. the treasury management strategies for each of the councils.
 - Monitor compliance with each of the councils' financial regulations and review and update the financial regulations on a regular basis.
- To act as a council director on the Council's Spelthorne Environmental Services company.
- Lead and support corporate projects and policies, as required.
- Carry out such other duties as may be required by your Section 151 Officer / management team appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed.
- In accordance with the Disability Discrimination Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

- This is a politically restricted post as defined by the Local Government and Housing Act 1989.

Person Specification

Essential

Experience and Knowledge

- Significant post-qualification experience of working in a finance environment.
- Experience of providing financial advice and information to officers, councillors and external organisations.
- Experience of managing closedown, the production of the statement of accounts and the external audit.
- Knowledge of the other key financial processes and how they need to be run: budget setting and budget monitoring.
- Experience of being a line manager.
- Experience of using Microsoft Excel and Microsoft Word at an intermediate level.
- Experience of using complex financial management systems, for example, Integra, SAP, Agresso etc.

Education and Qualifications

- Professional accountancy qualification with either a CCAB member (ICAEW, ACCA, CIPFA, ICAS and Chartered Accountants Ireland) or CIMA.

Skills

- Good financial judgment.
- Ability to make rational and timely decisions whilst supporting the management accounting lead officers in each of the councils to meet their deadlines.
- Good interpersonal skills, including ability to liaise with external professional bodies, people from all levels of an organisation and the public.

- Ability to communicate clearly, succinctly and persuasively.
- Ability to manage staff and organise and co-ordinate the work of a team.
- Ability to explain complex financial issues to non-financial stakeholders
- Excellent analytical skills and ability to solve complex financial problems.
- Ability to deliver quality work within predetermined timescale.
- Accurate and methodical working practices.
- Ability to work with minimal supervision and to plan work delivery over short, medium and long-range.

Special Aptitudes

- Pro-active attitude, and ability to take the initiative, as required.
- Being a flexible and effective team player.
- Energy, tenacity and ability to manage high workloads under pressure.
- Ability to create an effective team.

Job Requirements

- Able to be flexible with working arrangements to help ensure the team meets statutory and corporate deadlines.
- Able to attend evening meetings, as necessary.
- Able to travel to other council locations.
- To meet statutory and corporate deadlines, it may be necessary to restrict leave at key times of the year.