



Job Description

Job Title:	Senior Finance Officer – Property Services
Team/Service:	Business Services
Responsible To:	Financial Controller
Salary Grade:	G

1. Key Purpose of Job

- 1.1. Provide comprehensive management accounting to the Head of Property Services, managers, officers and teams within that department. To provide management accounting support for the wider TDA as directed by the Financial Controller as necessary. To include budget writing, setting, reporting and management, fee income monitoring and reporting, forecasting and cashflow management, SLA costing and credit control.
- 1.2. To manage procurement processes and oversee purchasing process for Property Services, as well as invoicing of clients.
- 1.3. Provide full financial and administrative support for Property Services, as well as to the Financial Controller and Financial Director as required.
- 1.4. Provide advice, guidance and recommendations where necessary to the managers and officers within Property Services on financial matters, procurement and process.
- 1.5. In conjunction with Property Services managers continue to grow the expanding external SLA client portfolio and to maximise sales income across the department.

2. Anticipated Outcomes of Post

- 2.1. Effective management accounting support to Property Services, ensuring up-to-date financial information is reported accurately to budget holders, department head and Financial Controller with recommendations as required.
- 2.2. Effective management of the support services function for Property Services ensuring all necessary procurement, standing orders and ISO:9001 processes are adhered to.
- 2.3. Effective guidance and assistance to Property Services managers on financial matters enabling informed decision making.
- 2.4. Effective budgetary management of a series of expanding client SLA accounts with a turnover in excess of £400k.

3. List Key Duties and accountabilities of the post

- 3.1. Production of detailed management accounts for Property Services Group to feed into the corporate TDA reporting structure.
- 3.2. Provide guidance and recommendations to Property Services managers in all financial

matters to facilitate delivery of the aims and objectives in the Business Plan..

- 3.3. Ensure any client queries relating to Property Services Group are dealt with promptly in conjunction with managers to the satisfaction of the client.
- 3.4. Ensuring that SLA supply chain contractor's accounts are processed efficiently in accordance with the terms of the Service Term Contracts.
- 3.5. Ensure that SLA client invoicing is completed efficiently to maximise income recovery and minimise cashflow strain on reactive works.
- 3.6. Compilation of an expanding SLA client portfolio in conjunction with the Property Services manager, to include cost analysis, trend recognition and to set pricing structures to maximise income and increase client uptake.
- 3.7. Manage a growing set of client SLA cost centres as primary budget holder.
- 3.8. Proactively manage the fee recovery and reporting of Property Services Group to maximise cashflow.
- 3.9. Show independent thought and initiative to resolve problems before they arise and to apply creative solutions.
- 3.10. Provide key guidance and leadership to the administration support of the Property Services Group, overview of support work processes and supervision, to include authorisation of creditor and debtor
- 3.11. Provide backup and support to other members of the Accounts Team as directed by the Financial Controller.

4. Give examples of the typical types of problems and decisions the post will be required to make

- 4.1. Prior to each year start, the postholder will be required to provide a budget for each of the cost centres for which they are responsible. Then ensure this is loaded into the FIMS system correctly.
- 4.2. Over the following year, the postholder will provide proactive regular reviewing of the whole income and expenditure status of the individual cost centres, teams and department as a whole, and make recommendations to provide solutions to address imbalances or shortfalls.
- 4.3. Monthly review to be undertaken. This would involve the postholder producing a comprehensive set of management accounts and budget monitoring reports for all areas within the department. At review with managers assessments made as to the progress against the individual business plans/budgets with decisions made to correct income shortfalls or overspends with the postholder making recommendations to resolve or improve the financial position.
- 4.4. The postholder will be responsible for managing and monitoring their budgets in conjunction with the relevant team managers and guidance of the Financial Controller, recommending actions and following these through once agreed.
- 4.5. Where new clients or opportunities are identified, the postholder will be required to perform a key role in the process of assessing the proposals, writing financial budgets in support and critically assessing the financial viability of proposed ventures.
- 4.6. Regular interfacing with clients in conjunction with managers to be involved in negotiating terms, meeting customer needs matched to pragmatic cost effective solutions/services.

- 4.7. The postholder will be responsible for ensuring supply chain accounts are paid within terms to prevent any loss of service to clients and to proactively resolve any queries arising by providing comprehensive support to the administrators within the department.
- 4.8. The postholder will be required to promptly resolve any queries arising from clients to ensure client satisfaction.

5. Budgetary / Financial Responsibilities of the post

- 5.1. Budgetary responsibility for a number of zero budget client SLA cost centres, to ensure the expenditure and income profiles of these are closely monitored to avoid cashflow issues.
- 5.2. To provide financial oversight and management support on all Property Services cost centres and ensure effective management of these within corporate accounting framework.

6. Supervision / Line Management Responsibilities of the post (Please show / provide organisation structure as an appendices, showing official reporting lines

- 6.1. Supervision of administrative support staff within Property Services.

7. Working Environment & Conditions of the post

- 7.1. Normal working environment and conditions.

8. Physical Demands of the post

- 8.1. Normal physical effort.

9. Specific Resources used by the post

- 9.1. Own car is considered essential to the post.
- 9.2. Occasional requirement to travel to other company sites within Devon and Somerset
- 9.3. Purchase Order authorisation up to £25,000
- 9.4. Handling cash up to £2,000 and signatory on credit control with limit up to £5,000

10. Key Contacts and Relationships

- 10.1. **External** – Wide range of clients including schools, academy trusts, Torbay Care Trust, NHS. Large number of supply chain contractors. Officers within Torbay Council at senior level.
- 10.2. **Internal** – Management and Senior Management Team, TDA Board and sub-committee members.

11. Other Duties

To undertake additional duties as required, commensurate with the level of the job.

There is a requirement to attend meetings outside normal office hours from time to time, particularly when meetings are convened to suit the majority of the participants. This is an integral part of the job function – compensatory leave of absence must be authorised and will be granted at the convenience of the department.

Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) Torbay Development Agency adopts Torbay Council's Smoke-Free Policy and the post-holder is prohibited from smoking in any corporate buildings or enclosed spaces within the curtilage of buildings. Smoking breaks are not permitted within work time; however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant Policies and Procedures.
- d) The post-holder must comply with Health and Safety requirements as outlined in the H&S policy appropriate to the role.
- e) This post is based at Tor Hill House but the post holder may be required to move their base to any other location within the Council at a future date.
- f) You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose 'unspent' convictions
- g) Torbay Development Agency is a trading name of Torbay Economic Development Company Ltd which is a company controlled by the Council of the Borough of Torbay.



Person Specification

Note for Candidate

All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.



Person Specification

Job Title:	Accounting Technician – Property Services	Team:	Business Services
Essential Skills and Effectiveness:		Desirable Skills and Effectiveness:	
<ol style="list-style-type: none"> 1. Ability to organise and prioritise workload 2. ICT skills to European Computer Driving Licence standard or equivalent 3. Ability to produce management reports 4. Ability to collate information and present effective reports 5. Well developed customer care and service skills with the ability to develop good working relationships 6. Effective interpersonal and communication skills, both written and verbal 7. Ability to develop professional credibility with clients 8. High level of numeracy, e.g. budget management, statistics etc. 9. Ability to work on own initiative when required and as part of a professional team 10. Ability to work collaboratively with others and train/encourage development of junior posts or new staff 		<ol style="list-style-type: none"> 1. Ability to balance the requirements of a number of projects simultaneously 	
Essential Knowledge:		Desirable Knowledge:	
<ol style="list-style-type: none"> 11. Understanding of health and safety issues in the workplace 12. Knowledge of budgeting including book keeping of financial records 13. Knowledge of costing, cashflow management and forecasting 		<ol style="list-style-type: none"> 2. Understanding of the business support function 3. Knowledge of building services industry 4. Knowledge of the functions of Torbay Council FIMS finance system and procurement procedures or experience in similar systems 5. Knowledge of the procedures and requirements of public sector funding organisations 	
Essential Experience/Achievements:		Desirable Experience/Achievements:	
<ol style="list-style-type: none"> 14. Experience of working effectively in a fast moving environment, responding to enquiries promptly 15. Evidence of critically evaluating and explaining financial information 			

Essential Qualifications/Professional Memberships:	Desirable Qualifications/Professional Memberships:
16. Educated to A level standard or beyond 17. Full AAT qualification or equivalent	6. Studying towards ACCA, CIMA or other chartered accounting qualification

<u>Essential – Other requirements of the job role</u>
<ul style="list-style-type: none"> • Ability to travel efficiently around the Bay/South West in order to carry out duties • Ability to accommodate unsociable hours