

Job Description

Job Title	Finance Manager (Treasury)
Directorate	Finance & Resources
Service Area	Technical & Strategic Finance
Grade	8
Competency Level	2
Salary	£44,711- £49,764
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	

Job Purpose

To provide support to the Treasury Manager by arranging loans and placing investments with financial institutions in the money markets.

To arrange payments of Principal and Interest on loans and investments.

To provide support to the Treasury Manager by administering leasing arrangements and liaising with lease companies and other business units.

To provide managerial support in respect of the operation of the unit and the provision of services to the public

Directly Responsible For:

No direct line management responsibility

Directly Responsible To:

Treasury and Loans Manager

Main Areas of Responsibility:

- Day to day liaison with London Money Market via brokers or directly with financial institutions to identify short term dealing rates and availability of loans
- Provision of Treasury Management services in accordance with all statutory and regulatory codes and practices and to deputise for the Treasury Manager as and when required
- Management of the Council's cash resources on a daily basis ensuring security of funds and liquidity to meet obligations. Preparation and maintenance of cash flow forecasts taking into account bank turnover
- Investment of surplus funds and borrowing to meet shortfalls of cash with regard to economic forecasts, interest rates, cash flow forecasts and counterparty security
- Arrangement of same day payments to counterparties, lease companies and other major creditors
- Responsibility for the administration of City Council Stock issues including payment of interest, preparation of tax certificates and making tax returns to HMRC
- Payments to counterparties, lease companies and other creditors by or on due dates

- Maintenance of Treasury management records and the production of related accounting and budgetary information. All aspects of correspondence, payments and documentation for loans dealings. Production of information for Inland Revenue or other purposes concerning the Treasury Management Section as required
- Collation of documentation in respect of equipment designated for leasing; liaison with relevant departments; and production of documentation required by individual leasing companies
- Liaison with services, Premises Management and contractors regarding the return of IT equipment and advising on leasing implications
- Assistance with administration relating to banking relationships
- To act as Primary Security Contact for BACS (Barclays)
 - Withdrawing Bacs files where required
 - Confirming/amending submissions as required
 - requesting Bacs traces where required
- To Administer & Control BACS payment & income files produced through SAP
 - checking files for reasonableness
 - authorisation of file submissions
 - obtaining & actioning BACS reports
- Lead responsibility for the maintenance of accurate accounting records including the calculation, monitoring, submission and reconciliation of manual adjustments to computer master information; reconciliation of income/refunds to general ledger; and the production of accurate and timely month end financial statements for the section
- Providing key assistance to the Treasury Manager in respect of the year end closure of accounts and the provision of financial statements for the section
- Be an effective member of the team, and participate in working parties, groups, or other meetings as appropriate and deputise for the Treasury and

Loans Manager as necessary. Represent the council, directorate or service at any internal or external meetings, seminars or conferences as required

Supervision and Management Responsibility:

- Not responsible for any line management responsibilities

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- No physical requirements to role

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Part qualified (CCAB or CIMA part qualified or AAT/equivalent qualified with suitable experience) (A,I)
- Use of windows based computer packages (A,I)
- Maintenance of treasury management records and accounts (A,I)

Desirable

- Demonstrate a willingness to undertake any additional training as required to further enhance/improve the job and service

Experience

Essential

- Interfacing with financial institutions (A,I)
- Knowledge of financial markets (A,I)
- Maintenance of treasury management records (A,I)

Desirable

- Use of computerised financial systems

- Dealing with the public, enquiries from solicitors, DWP, Housing Associations and other such organisations

Skills/Abilities

Essential

- High level numeracy and accuracy skills (A,I)
- Good telephone, verbal and written communication skills (A,I)
- Effective interpersonal skills- able to communicate at all level (A,I)
- Reliable, self-motivated and able to work unsupervised (A,I)
- Able to prioritise own workload and work with minimum supervision (A,I)
- High level of personal integrity and reliability (A,I)
- Flexibility to ensure service is maintained (A,I)
- Working as a team member (A,I)
- Working on your own initiative with minimum supervision (A,I)
- Working to deadlines (A,I)

Desirable

- Ability to manage change

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council