

	<b>Job Title</b>	Finance Analyst
	<b>Department</b>	Resources
	<b>Section</b>	Finance
	<b>Grade</b>	PO3 – PO5
	<b>Reports to</b>	Senior Finance Analyst
	<b>Staffing Responsibility</b>	Day to day supervision of the work of Finance Officers
	<b>Organisation</b>	<i>Please attach organisation structure</i>

**Job Purpose:**

1. The role of Finance Analyst will be responsible for financial support to departments and schools including such areas as the annual budget, monthly monitoring, statutory reporting, Tax and VAT, Exchequer, Controls and supporting over all council functions.
2. The role will deputise for the Senior Finance Analyst.
3. The post holder will support officers, providing them with high level professional advice on a broad range of financial issues, including the administration of banking and pre-paid card systems.
4. To play a significant role in the council's capital expenditure and income monitoring and control process and in preparing the council's statutory annual accounts.
5. Responsible for a wide range of Oracle System and business operational reconciliations.

**Principal Accountabilities and Responsibilities:**

**PO3 responsibilities**

1. To undertake the preparation of budgets, to assist service areas with budget projections and provide critical challenge on a monthly basis, or as required
2. To ensure a system of adequate internal controls exists in respect of financial matters
3. To ensure that accurate financial returns, to both internal and external bodies including CIPFA, are made on a timely basis
4. Advise on the financial viability of new or existing projects and policy proposals
5. Liaison with both Internal and External Auditors
6. To provide advice to service managers on financial matters, including interpretation and compliance with financial regulations
7. Support month end and year end processes, preparing performance and other reports
8. Keep the council's asset register up to date.
9. Support schools and their bursars in their roles and their financial development needs
10. Support the development and maintenance of a full range of buy-back services for schools through effective SLA arrangements in a customer focused way.
11. Support the activities supporting the schools forum and provide effective clerking services

12. Update and manage the Council's tax strategies, identifying and defining new issues and implementing changes as appropriate, ensuring the council avoids penalties from the HMRC.
13. Advise and liaise with departments on complex taxation issues and queries.
14. Provide expert advice and support to departments on all aspects of banking matters, explore options to provide resolution to issues.
15. Deal with complex queries, investigation and authorising payments, liaising with banking relationship managers.
16. Manage the council's statutory obligations to the HM Revenues and Customs.
17. System administrator for various banking relating systems, working with suppliers on system improvements
18. Undertake monthly reconciliations, validations and reporting on all aspects of the council's control function, such as (but not limited) payroll, unmatched system accruals, manual accruals, trial balance and internal recharging etc.
19. Production of statistical and data for benchmarking, Freedom of Information requests and all other ad hoc requests.
20. Report any potential fraud and provide input on minimising the risk of fraud.
21. To help mentor or supervise junior members of staff
22. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
23. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
24. Undertake any other duties commensurate with the general level of responsibility of this post.

#### **PO4 responsibilities, in addition to the above**

25. To consolidate financial information into meaningful reports for senior managers which provide analysis, outcomes, options and recommendations linked to the overall financial position reported. To ensure that these reports are timely and accurate
26. To attend department management team meetings to present the financial position, to interpret the outcome and explain any variances
27. To work with departments and schools in order to help raise the standards of financial management within the areas by providing professional advice, support and training on all financial activities such as financial management, accounting and the application of financial regulations
28. To regularly meet with Directors/service managers to review the service provided and make improvements where necessary
29. Support the monitoring of the Brent Pension Fund's £0.5bn portfolio of assets and £1.0bn liabilities, carry out due diligence on potential investment fund managers, liaise with key internal stakeholders and the external investment community, and recognise and work to mitigate financial and non-financial risks facing the Fund in accordance with best practice, internal guidelines and relevant legislation.
30. Produce the statutory Pension Fund accounts and serve as the primary contact during the external audit of these accounts.
31. Manage the Council's loan debt and cash balances.
32. Review the effectiveness and efficiency of policies and procedures for users of the Exchequer's systems and services relating to methods of income and expenditure.

#### **PO5 responsibilities, in addition to the above**

33. Take primary responsibility for the production of monthly and year end revenue accounts, variance analyses, forecasts and all other financial returns required by departments / schools. These must be produced in accordance with strict deadlines.

- 34. To prepare forecast summaries and variance analysis to be used in briefing CMT on the financial performance of the Department being supported.
- 35. Deputise for the Senior Finance Analyst in their absence and attend senior management meetings if required.
- 36. Continuously develop the role to ensure all objectives are delivered effectively
- 37. To undertake complex projects and/or financial analyses with minimal supervision for activities that may have a material financial impact on the council.
- 38. To act as the key finance liaison with key partners and stakeholders outside of the council in relation to multi agency partnership projects or pooled budgets.

<b>DBS Status</b>	Standard
<b>Politically Restricted</b>	No

# Person Specification

## Job Knowledge, Skills & Experience:

*Specify the qualifications, experience, skills and abilities required.*

### Knowledge and Qualifications:

- AAT qualified, part qualified CCAB or CII + ongoing study OR equivalent experience
- Evidence of continuing professional development
- Knowledge of Oracle Financials reporting, Business Objects and ADI
- Knowledge of accounting principles, policies and practices
- Knowledge of financial accounting and control
- Knowledge of local government funding arrangements
- Knowledge of statutory and regulatory reporting requirements in banking.
- Knowledge of capital accounting and regulation funding
- A working knowledge of project management methodology
- Knowledge of banking rules and regulations
- Sound understanding of income tax issues

### Experience:

#### PO3/4

- Analysing information to identify trends and sound inferences from the information. Investigates issues that arise. Able to investigate more open ended problems.
- Using complex financial and non-financial information to project future outcomes and appraise options.
- Championing financial control issues, identified potential problems and proposed solutions
- Using Oracle Financial Systems
- Project management
- Extracting data from systems, manipulating and producing information in a variety of formats.
- Giving presentations and training to a wide audience.
- Completing and submitting government returns
- Preparation of accounting statements
- Experience of using banking systems
- Income Tax issues / P11D / CIS / VAT / TMA.

#### PO5

- Experience in investigating changes to accounting rules and areas of potential breach, proposing and implementing viable solutions.
- Experience in producing briefings and reports on specific issues for senior managers. Using information to support arguments and recommendations and able to present complex information verbally as well as in written form. Can produce presentations on specific issues and deliver them to managers and other finance staff
- Experience in identifying major issues and proposing solutions
- Experience with working with managers to identify potential corrective action in response to significant variances, and to develop appropriate action plans.

- Experience of providing advice and support to council service departments whilst at the same time monitoring financial activities and standing on behalf of the Operational Director of Finance.

## **Skills and Abilities:**

### **PO3/4**

- Ability to apply complex technical rules where required, is aware of changes and can explain the impact of them
- Ability to identify potential budget issues and bring them to the attention of the relevant budget manager or finance manager. Takes responsibility for larger areas of budget development. Undertakes analysis on behalf of budget managers or finance managers
- Ability to analyse monitoring information and identify variances and trends, identifying impact those trends will have, producing forecasts and projections.
- Ability to support budget managers and investigate more complicated issues
- Ability to make recommendations for decisions by senior officers. Able to take decisions on open ended issues with guidance from line manager and be able to clearly explain reasoning behind decisions taken
- Can propose ways of using financial systems more effectively. Ability to train other users and communicate best practice advice
- Ability to use financial systems to draw out relevant financial information.
- Ability to use a variety of graphs and tables to present data within reports
- Ability to produce clear written documents explaining technical and finance issues following basic report writing principles

### **PO5**

- Ability to oversee closing of accounts in defined areas. Can suggest improvements to the closing process and displays technical knowledge of the issues involved
- Ability to use information to support arguments and recommendations. Is able to present complex information verbally as well as in written form. Can produce presentations on specific issues and deliver them to managers and other finance staff
- Ability to take responsibility for developing the budget of a specific service or subjective areas and to assist in the development of business cases for budget changes
- Ability to take financial control issues into account when working on other areas. Can advise on systems to best uphold financial control principles
- Ability and confidence to take decisions on open ended issues. Can persuade others of the value of the decision taken
- Ability to contribute to system design. Able to identify potential uses and propose IT solutions. Is able to identify opportunities for using financial systems to produce general efficiencies and increase productivity
- Ability to explain complex financial issues to non-financial managers, Directors and Members
- Excellent interpersonal, negotiating and influencing skills
- Excellent computer literacy and IT skills
- Ability to build relationships and work in partnership such that the post holder can build trust and rapport with people outside the team and can build internal and external contacts
- Ability to effectively manage resources and projects. The post holder must be capable of organising resources and planning work sufficient to meet individual, team and departmental objectives