

LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE: Capital Manager
Grade: ME13 to ME16
Department: Corporate Services
Location: Various offices according to the needs of the service
Responsible to: Financial Strategy Manager

Responsible for: 2 Accounting Trainees
Other Staff as allocated to undertake key tasks

Post number: **Date:** April 2012

MAIN PURPOSE

- To be the financial lead on capital accounting in the Authority and assume responsibility for capital accounts and provide financial information for management and decision making for the Council's capital programme.
- To provide key information in respect of capital for council's Business Planning in relation to capital.
- To undertake and present complex financial analysis to assist decision-making, and for the purposes of financial accounting, grant claims, government returns, recharges, pricing, etc.

MAIN DUTIES AND RESPONSIBILITIES

ME13

- To maintain an up to date knowledge of local government funding and financial strategy issues across the council; to make and implement proposals to ensure that the council's arrangements operate in compliance with legislative and regulatory requirements and good practice.
- To be responsible for the collection, collation and analysis of information inputs required for the production and maintenance of the council's capital strategy, liaising and advising managers across the authority, central government and other external bodies as required, to meet deadlines required for budget and reporting purposes.
- To identify the various sources, and produce forecasts the funding and income available to the council, modelling a range of scenarios and their impacts.
- To model a range of scenarios for funding, income and expenditure, and the impact of these on the council's financial strategy, define parameters for and undertake sensitivity testing, to assist management and democratic decision-making.
- To calculate the Authorities Minimum Revenue Provision in accordance with agreed timescales
- To liaise and advise external audit during closing.
- To manage the work of trainees in supporting service managers on budget preparation and monitoring, to ensure that budgeting and monitoring reports reflect an accurate and prudent financial position for the services concerned, taking into account all of the relevant cost and income drivers, and associated risks.
- To research, analyse and provide corporate financial information to lead and inform decision making, including that required as part of business planning, budget preparation, and production of the financial accounts.

- To liaise and advise managers across the authority on a range of complex issues affecting capital strategy, and provide advice in connection with this.
- To produce, develop and maintain financial information on the council's capital programme, liaising as required with managers across the council, central government departments, external agencies and other local authorities.
- To manage trainees, in accordance with council policies and procedures, legislative and regulatory requirements.
- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division.
- Any other duties as requested by your line managers, Head of Service or Director.
- To train budget and alternate managers in the use of financial systems, completing financial returns and the correct accounting treatment of income and expenditure.

ME14

- To advise Directors, Head of Service managers and line managers across the authority on capital financing, capital accounting and capital programming.
- To ensure that the council's arrangements operate in compliance with legislative and regulatory requirements and good practice.
- To be responsible for the council's arrangements for capital accounting and financial management of the capital programme.
- To work with property management staff across the authority to ensure that the council produces and maintains a comprehensive asset register that is fully compliant with the requirements of the Accounting Code of Practice.
- To manage all aspects of the council's arrangements for producing the financial accounts with respect to capital expenditure, finding and income, including capital accounting, financing of the programme, and effective liaison with managers across the authority and external audit as required.
- To lead the development, maintain and implement mechanisms for the corporate prioritisation and allocation of available capital investment funding between competing demands, liaising as required with managers across the authority and within Resources.
- To lead the development, review and compile a multi year Capital Strategy
- To lead the identification and forecasting of the capital investment funding available to the council, together with the risks associated with each source of finance and potential impact of such risks.
- To identify and advise on ways in which the council can maximise the capital investment funding available to it.
- To represent the Head of Service, Assistant Director or Director as relevant at external meetings.
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.

ME15

- To maintain comprehensive knowledge and awareness of budgeting techniques and accounting principles and best practice, and of legislation and guidance relevant to budget and financial management in local government, and apply this knowledge to budget preparation, monitoring and financial analysis work.
- To work with and advise Business Partners and Service Financial Advisers to develop and maintain models for the allocation of available funding to services, including for schools.
- To manage and review the work of other staff to analyse and present financial information to agreed standards and timescales, and personally to undertake the most complex aspects of such analysis and presentation
 - to assist service managers with budgeting, monitoring and budget management

- for the purposes of business planning, business cases, capital programming, decision-making, pricing etc.
 - to inform procurement and contract management
 - for the purposes of grant claims, returns to central government and other agencies
 - for funding claims and other income
 - for financial accounting in accordance with the council's timetable for the closing of accounts
 - or for any other purpose as determined by the Principal Accountant, Budget Manager or Assistant Director.
- To review a sample of amendments to budgets and accounts within financial systems to ensure they are valid, and to advise other staff on this work.
 - To review grant claims and returns to central government and other agencies to ensure they are accurate and presented to maximise the council's entitlement.
 - To identify and propose ways in which the council's grant funding may be maximised.
 - To advise managers across the authority on a full range of budget and financial management issues.
 - To liaise and advise internal auditors on budget management issues.
 - To manage other staff as allocated to work on relevant issues.

ME16

- To deputise for the Financial Strategy Manager in their absence for all activity in relation to capital.
- To lead on the development of the Council's multi year Capital Strategy and provision of information for the compilation of the Medium Term Financial Strategy.
- To lead the development of budget preparation and management processes to improve corporate financial management and control.
- To ensure that budget preparation and management work is effectively linked to service issues so that the council's business planning is holistically aligned.
- To advise colleagues in Resources and senior managers across the authority to define common methodologies and standards for budget preparation and management for the various types of council budget, and work to ensure consistent application across the council.
- To liaise with and advise Business Partners and Service Financial Advisers, and other colleagues in Corporate Services, to identify financial training needs for managers across the authority, and to lead the design and delivery of programmes of training to meet these needs.

**LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
PERSON SPECIFICATION**

POST TITLE: Capital Manager

Grade: ME13 to ME16

Date: April 2012

This is a career linked grade post but there is no automatic progression between the grades. Progress is subject to:

- Management assessment of the individual postholder's ability to perform the tasks expected at the higher grade. This will be linked to agreed competencies for the duties involved and as shown in the person profile.
- Management assessment of the need for duties at the higher grade to be done and availability of work at the higher grade.

Qualifications and Experience

ME13

Qualifications and Experience

- AAT qualified with substantial post qualification experience, or part 2 of a professional accountancy qualification with substantial experience, or in final stages of working towards or full professional membership of CIPFA or equivalent (ACA, ACCA, CIMA), or educated to degree level in a relevant subject with substantial experience
- Experience of capital planning / strategy / identification and forecasting of available funding and income

Skills and Knowledge

- Knowledge of local government finance, accounting practice and the regulatory framework
- Some understanding of the sources of funding and income for local authorities and the associated risks
- Some understanding of local authority expenditure and the associated pressures and risks
- Understanding of the role of support services
- Understanding of the principles of value for money

ME14

Qualifications and Experience

- Full professional membership of CIPFA or equivalent (ACA, ACCA, CIMA)
- Experience of capital planning / strategy / identification and forecasting of available funding and income

Skills and Knowledge

- Knowledge of local government finance, accounting practice and the regulatory framework
- Understanding of the sources of funding and income for local authorities and the associated risks
- Understanding of local authority expenditure and the associated pressures and risks
- Understanding of the role of support services
- Understanding of the principles of value for money

ME15

Qualifications and Experience

- Full professional membership of CIPFA or equivalent (ACA, ACCA, CIMA)
- Experience of complex budgeting and monitoring processes and financial analysis for a diverse range of different activities, including trading functions
- Experience of advising and / or training managers on financial issues
- Experience of supervising staff

Skills and Knowledge

- Knowledge of local government finance, accounting practice and the regulatory framework
- Good understanding local authority expenditure, income and funding for a range of services, and the associated pressures and risks
- Understanding of the role of support services
- Understanding of the principles of value for money

Additionally at ME16

- Experience of developing processes to improve financial management
- Experience of developing and maintaining models for funding allocation
- Broad and detailed knowledge of modern commercial and public sector practice in business planning, budgeting, monitoring and financial management.

Managerial and personal requirements (All Grades)

- Good communication skills, both orally and in writing
- Excellent numeracy skills
- Understanding of the role of support services
- Understanding of the principles of value for money
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team
- Understanding of the council's vision and mission statement and how they relate to the work of the team

Personal Style and Behaviour

Please refer to LB Merton's Model of Leadership Behaviours (attached).