WOKINGHAM BOROUGH COUNCIL	**Job Description**			Job Reference
Job Title	Capital and Treasury Manager			
Service	Resources and Assets > Finance	Team	Corporate Finance	
Location	Civic Offices, Wokingham / SMART working			
Reports to	Head of Corporate Finance			
Responsible for	Senior Capital Accountant – 1 FTE, Grade 9 Capital Accountant – 1 FTE, Grade 8 Finance Specialist Treasury – 1 FTE, Grade 9 Finance Specialist Capital / Treasury, Grade 9 – 1 FTE Finance Specialist Capital – 1 FTE, Grade 7 To manage the capital and treasury team, processes and reporting supporting all services within the Council.			

Grade	Type of position:	Date
G11	Permanent Full Time	August 2024

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Service Purpose

The Corporate Finance service form a vital a part of the finance function that supports the Council in the day-to-day management of the Council's Finances, supporting the Council's strategic objectives, service & customer needs and delivering value for money.

The key objectives of the service are;

Provide financial guidance, advice and support in key areas including capital, treasury management, financial accounts, VAT, insurance, payroll, accounts payable and finance systems.
Ensure strong financial management controls and processes operating within different legislative environments.
Lead and drive value for money decisions.

Purpose of the role

The Capital and Treasury Manager will be responsible for the capital and treasury management functions of the Councils finance management and will lead, develop, and support a team of 5 FTE. The role will be responsible for the day-to-day management of the Capital and Treasury functions, operating in a complex, challenging financial environment working with large financial values.

The role will support and work closely with the Head of Corporate Finance focusing on strategic objectives, strong financial management and contributes to the senior leadership of the service and the organisation to deliver the Council's outcomes for its residents, customers, and key stakeholders.

The role will provide leadership and partnership skills to work with multi-discipline teams and across Council departments and engaging with internal and external stakeholders

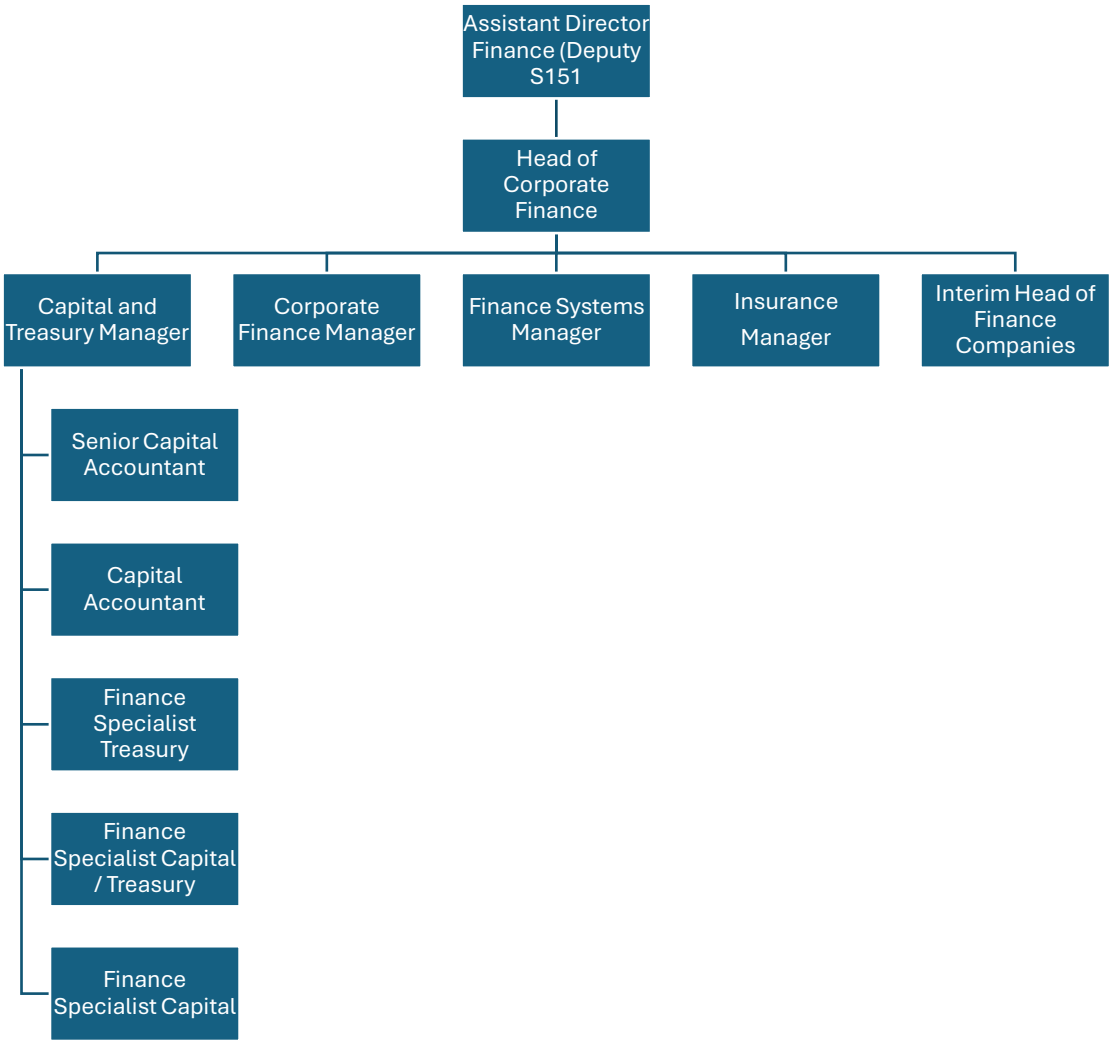
Main Accountabilities

1	Lead, manage and develop a team of 5 FTE
2	Produce monthly capital monitoring to budgets managers, senior management, directors, and the Executive, ensuring the reports provide accurate forecasts or spend and identify areas of financial risk.
3	Develop and contribute to annual strategy papers and monitoring throughout the year including capital programme strategy, treasury management strategy and the Medium Term Financial Plan
4	Oversight of Councils treasury management team including day to day cashflow, banking, borrowing + investments and debt repayment models. Working with the team to monitor assumptions, risks, and opportunities
5	Oversight of the capital bid process for annual budget setting, working with services to provide updates, challenge, and analysis as part of the medium-term financial plan timetable
6	Oversight of Councils capital team, processes and quality assurance including detailed monitoring and reporting of programme expenditure including completion of statutory returns
7	Oversight of the detailed funding of the capital programme including monitoring, reporting, understanding risk and assumptions to form part of the decision making.
8	Finance lead on complex capital projects, developing business cases, financial analysis, attendance on project groups, strategic infrastructure / local plan needs. Ensuring regular ongoing monitoring on more complex capital regeneration and self - funding schemes.
9	Lead areas of the statutory accounts preparation and reporting process, working with the team and wider teams in finance to ensure accurate and timely financial information for the financial accounts
10	Work with key stakeholders including external auditors and treasury management advisors. Build positive and informative relationships across services to inform and improve the capital process and reporting
11	Ensuring processes and policies are within the latest legislation and accounting guidelines

12	Drive efficiency and process improvements across capital and treasury management functions through simplifying processes, maximising use of technology and financial system automation
13	Work closely with Head of Corporate Finance, Corporate Finance Manager and Head of Finance Business Partnering to develop and maintain an efficient, high performing finance function

Supervision Received	This post reports to Head of Corporate Finance Supervision will be general guidance, direction and support including regular catch ups, 1:1s and team meetings.
Supervision Given	Detailed supervision of the following team members; Senior Capital Accountant – 1 FTE, Grade tbc Capital Accountant – 1 FTE, Grade tbc Finance Specialist Treasury – 1 FTE, Grade 9 Finance Specialist Capital / Treasury, Grade 9 – 1 FTE Finance Specialist Capital – 1 FTE, Grade 7
Contacts & Working Relationships	Internal departments across the Council including officers, senior managers and directors External consultants + partners External auditors
Management of resources or budget	£10m - £20m – annual capital financing budget £50m to £200m – treasury management annual borrowing and investments Finance system for Asset Accounting, Capital Monitoring and Budget Planning
Special Factors	*None*

Organisation Chart



Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
.	• Degree-level or equivalent relevant professional qualifications or expertise • Evidence of continuous personal and professional development	• Management qualification or working towards • Membership of an accountancy / finance professional body
Technical Skills.	**Essential**	**Desirable**

	• Strong IT skills including office software such as Microsoft Word, Outlook, PowerPoint, and Excel • Well-developed written and verbal communication skills • Able to develop, lead and deliver effective strategies / projects. • Good presentation skills, able to engage an audience and explain information and data differently depending on the audience. • Effective strategy and report writing skills, able to make recommendations for decision making. • Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification. • Ability to interrogate & analyse data & information at different levels. • Strong negotiating and influencing skills, able to apply these across all areas of the Council and with stakeholders / partners' and robustly promote / defend a policy recommendation and the Council's position. • Working with financial systems (E.g., Unit 4 or Oracle)	• Able to operate effectively in large, complex and political organisation
Knowledge	**Essential**	**Desirable**
	• Excellent working knowledge of the political landscape, legislative frameworks, and regional and national drivers surrounding the area of specialism • Knowledge of accounting and audit processes in finance environment	• Knowledge of Capital and / or Treasury Management practices in local government • Knowledge of accounting and audit processes in local government

Experience	Essential	Desirable
	• Experience of leading teams and / or relevant projects to achieve strategic goals and service improvements • Experience of successfully resolving complex cases that require an element of judgement • Experience of identifying, developing and delivering opportunities for improving processes and outputs • Experience of developing and implementing policies and strategies • Experience of championing own ideas and obtaining commitment to allow them to be delivered	• Experience of working in a matrix management environment, where cross team and cross-organisation working are essential • Experience of effectively leading and developing a group of professional staff
Other	**Essential**	**Desirable**
Completed by:	Mark Thompson	**Date: August 2024**