



**LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION**

POST TITLE:	Service Financial Adviser (Generic JD)
Grade:	MGB
Department:	Corporate Services
Location:	Various offices according to the needs of the service
Responsible to:	Head of Accountancy
Responsible for:	Preparation and monitoring of the department's service level budget Providing financial advice to the Director and managers in the department To participate in the management of the Budget Management Team.
Post number:	Tbc
Date:	October 2015

MAIN PURPOSE

- To be responsible for the service budget preparation and budget monitoring processes for the service department..
- To be responsible for financial advice to the Director , service managers and members on all financial matters related to the provision of services for the department.
- To participate in the management of the Budget Management Team.

MAIN DUTIES AND RESPONSIBILITIES

Professional

- To be responsible for the service budget preparation and budget monitoring processes for the service department..
- To provide advice to the service managers on funding, budgeting, budget management and financial control.
- To keep abreast of developments in funding mechanisms for, the service department, the financial management of these services and ensure that the council's arrangements are developed and maintained in compliance with legislative and regulatory requirements and good practice.



- To develop, maintain and implement mechanisms for the allocation of available funding between competing demands for services, liaising as required with the Director, managers within the department, and managers within Resources.
- To work with the Director, service managers within the department, Business Partners, Service Financial Advisers and finance officers within the Budget Management team, and other officers in the Resources division to ensure that robust revenue and capital budgets are developed, approved, implemented and monitored for the service.
- To work with managers in the department, to define their requirements for management accounting information, and to liaise with finance officers in the Budget Management team to develop and maintain efficient and effective arrangements to meet these requirements.
- To liaise with managers and staff in the service department, and in Corporate Services to provide timely and accurate input to the council's closing of accounts process and financial statements
- To work with managers across the authority on the development, implementation and maintenance of standardised, robust systems for the management and control of expenditure and income related to services.
- To work with managers across the authority on the development, implementation and maintenance of internal and external trading arrangements and associated pricing mechanisms.
- To input as required to grant claims related to funding for the service department..
- To provide advice, financial input, costing and analysis to project work.
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Managerial

- To manage principal accountants, senior accountants and accounting trainees as allocated, 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.
- To represent the Head of Service 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.
- Any other duties as requested by the Head of Service or Director.



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

POST TITLE: Service Financial Adviser

Grade: MGB

Date: October 2015

Qualifications and Experience

Professional and post specific requirements

- Full professional membership of CIPFA or equivalent (ACA, ACCA, CIMA)
- Experience of providing financial advice in a multi functional organisation

Skills and Knowledge

Professional and post specific requirements

- Knowledge of local government finance, accounting practice and the regulatory framework
- Understanding of management accounting, and the ability to present financial information for management decision-making
- Understanding of budget preparation and management principles and techniques and the ability to apply them in a local authority
- Understanding of trading accounts
- Knowledge of funding mechanisms and an understanding of the spending drivers and patterns for services
- Understanding of the principles of resource allocation and the ability to apply these to services

Managerial and personal requirements

- 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)