**Job Capsule Supplementary Information: Financial Reporting Manager**

**Level 5 Zone 2**

This supplementary information for the Financial Reporting Manager is for guidance and must be used in conjunction with the Job Capsule for the Finance Family at Level 5.

**Role Purpose:**

* To lead and be accountable for the production of the Council’s annual accounts including ensuring supporting papers are of the highest standards
* To ensure that the accounts comply with recommended accounting standards and CIPFA Codes of Practice
* To co-ordinate the final accounts timetable ensuring that Finance and other staff who contribute to the year-end accounts process understand their role and deliver to expected timelines and standards
* To manage the relationship with the Council’s appointed auditor in carrying out the audit of the accounts and dealing with audit requests and any objections to the accounts
* To ensure clear and accessible reporting to Members and Senior Officers on the annual accounts and process
* To lead the council’s financial regulatory framework, including ownership of financial regulations and their development
* To have a leading role in specifying and developing the financial system and information requirements which ensure robust accounting arrangements
* To be responsible for ensuring the highest financial reporting standards across the Council including appropriate coding, balance sheet management and timely housekeeping
* To ensure that changing financial reporting standards are identified, understood and factored into the financial reporting frameworks of the Council

**Example outcomes or objectives that this role will deliver:**

* Annual accounts produced within the statutory deadline
* No material adjustments as part of the audit of accounts
* A clean audit opinion on the report and accounts
* An up-to-date and fit for purpose financial regulatory framework
* A closing timetable which has clear accountabilities and contributors are clear on their deliverables
* Committee reports which are clear and concise
* A coding structure which is fit for purpose and adapts to changing financial reporting requirements

**People Management Responsibilities:**

* Line management responsibility for 2 FTEs responsible for fixed assets and financial reporting and 1 controls manager with a team of 4 controls accountants (7 FTEs in total)
* Functional management responsibility for additional staff across Finance during closing process

**Relationships:**

The post holder will report to the Head of Treasury and Financial Services. Other key relationships for the post holder will be:

* The Executive Director Corporate Services and Director of Finance in relation to their responsibilities for the proper administration of the Council’s financial affairs
* The External Auditor and Audit Manager for the audit of the accounts and any issues that arise from that
* The Audit and Corporate Governance Committee for review of the accounts and any issues raised by the auditor on them in their audit opinion or their Annual Audit Letter
* Finance staff across the division

**Work Environment:**

The post-holder will be required to work in an agile way in-line with Camden’s move to a flexible work environment.

**Technical Knowledge and Experience:**

* A detailed understanding of accounting requirements for local government
* A detailed understanding of the systems and processes for producing financial information
* Wide ranging experience in local authority financial management and accountancy roles

**Camden Way Five Ways of Working**

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>