

Post title	Treasury and Banking Officer
Division / Section	Financial Services
Department	Resources
Responsible To	Principal Treasury and Banking Manager
Number of post holders	2
Acting up/ Secondment	No

Purpose of Job

Support the Principal Treasury and Banking Manager in delivering the treasury management strategy for the City of Edinburgh Council and other bodies.

Support the Principal Treasury and Banking Manager in the provision of a high quality treasury management function within a robust risk framework. Responsible to the Principal Treasury and Banking Manager. This will include responsibility for one or more of the following, but the post may be asked to undertake responsibility for another area as required:

- Securing stewardship and safeguarding public money
- Treasury management
- Debt portfolio management
- Banking
- Investment of surplus funds
- Cash flow forecasting and management
- Capital financing and leasing portfolio management

The post has responsibility in supporting the Head of Finance / Chief Financial Officer to discharge his / her S95 duties.

MAJOR TASKS/JOB ACTIVITIES

Undertake a range of projects/areas of work ensuring outcomes are delivered on time and to a high standard.

Ensure that Council resources are used wisely to secure positive outcomes and achieve Value for Money.

Promote the delivery of good treasury management and robust internal controls so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

To ensure the effective control of risks associated with the management of the Council's investments and cash flows, its banking, money market and capital market transactions and to pursue the optimum performance consistent with these risks.

Subject to the approval of senior managers the post will take responsibility for the preparation and content of reports, strategic plans, other documents, briefings, presentations and FOIs for Council meetings, external agencies, senior officers, including the Council Leadership Team and the relevant committees as well as business and stakeholder groups.

Identify opportunities for continual improvement and demonstrate effective management of change within a complex internal and external environment particularly during a time of restructure.

Support the Council's democratic process, including Executive Committees and Neighbourhood Partnerships, meetings of the Council and Elected Members etc.

Supervision and Management of People

(Numbers and type of staff)

Treasury Management practice requires staff to observe strict segregation of duties. Consequently, all staff within the Treasury and Banking section must report directly to the Principal Treasury and Banking Manager. In the absence of the Principal Treasury and Banking Manager, supervisory responsibility will pass to the Corporate Finance Senior Manager, and in their simultaneous absence, the Head of Finance. The postholder will have no direct line management responsibilities for debt and investment management, but will have responsibility for one or more Accounting Technicians and / or Finance Officers when project managing Council wide corporate projects.

The post will establish and communicate clear standards, procedures and expectations to service managers and employees across the Council in relation to treasury and banking matters.

Creativity and Innovation

The post will support the development and implementation of proposals relating to the policy, procedures and strategic development of treasury management for the Council and other bodies.

This will involve developing totally new approaches and key policy initiatives in a wide range of subject areas impacting across the Council and the city.

Contacts and Relationships

Contacts will relate to the delivery of a specialist service and as such will have a wide ranging impact on council departments, policy, budgets, services etc.

The post may represent the Council to a range of external stakeholders, and should present a positive impression of the Council.

The post will work with other internal departments and a range of external bodies and this will result in a range of outcomes with substantial implications for the service and partner organisations.

The post will also provide expert advice and guidance to the senior management across the Council.

Decisions (Discretion)

The post will make recommendations to Senior Management and Client Departments in relation to financial issues and services covering the entire council.

The post will provide advice, recommendations and proposals to Chief Officials and senior management relating to policy, service practice and provision for a specialist service impacting across the council.

Decisions are taken in conjunction with the Principal Treasury and Banking Manager and are substantially judgements of the money market, based on practical experience.

In the absence of the Principal Treasury and Banking Manager, the post has the discretion to take decisions on external borrowing, including the timing, maturity and type of the borrowing. The Corporate Finance Senior Manager and Head of Finance are available for guidance, if required, or for authorising transactions.

Decisions (Consequences)

Decisions and recommendations have significant consequences for the financial strategy of the Council and its associated bodies. They will also impact on the risk profile of the Council (and associated bodies) and its reputation for sound financial management.

Decisions and recommendations will have significant financial implications for the Council. For example, the post will make recommendations in relation to tendering of banking and associated services with a value in excess of £2m over the contract period; and recommendations in relation to transforming the Council's cash and income processing arrangements, for example through the introduction of online payments, can generate operational savings for services.

Resources

The post contributes to the strategy and management of the Council's loans fund including borrowing of £1.4bn, which attracts annual interest payments of circa £70m and cash investments of up to £500m (including security).

The post is responsible for the management and maintenance of the Council's electronic banking systems, with circa 400 on-line bank accounts. The post is also required to develop and maintain an integrated database of bank account, user and privileges information.

Environment – Work Demands

The post holder will have autonomy to allocate their own time longer term to resolve problems, queries and interruptions.

The post will require to make complex decisions within the constraints of deadlines imposed by financial institutions in regard to transactions.

There is a requirement for timely and accurate information to be provided, often at short notice, on significant matters.

Environment – Physical

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities.

Environment – Working conditions

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities.

Environment – Work Context

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

The post may be required to visit a range of Council offices and sites.

Knowledge and Skills

The post requires an Investment Management, banking or CCAB (Consultative Committee of Accountancy Bodies), or equivalent qualification. Where an individual does not possess such a qualification, relevant experience / demonstrated competence may be taken into account in place of the formal qualification requirements. The post holder should also have significant experience of working in a banking or investment environment.

The post will require extensive knowledge and skills in relation to treasury management.

The post will require to undertake highly complex tasks in a wide range of activities requiring the possession of a high degree of professional skill, expertise and judgement. The post will also require additional expertise in one particular area of operations but must also have the knowledge and skills to undertake responsibility for the other areas as well.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure

See attached - specific to area of operation.