|  |  |  |
| --- | --- | --- |
| **Role Profile** | **Role:** | Senior Revenue and Capital Projects Accountant |
|  | **Directorate:** | Finance & Corporate Services |
|  | **Salary Band:** | 9 |
|  | **Post reference:** | FCS120 |
|  | **Job Evaluation Date:** | 08.11.2018 |
|  | **Role statement of purpose:** | To lead the financial direction, provision of advice and management of stakeholder relationships for all ongoing or prospective TfGM and GM revenue and infrastructure pipeline; to include scheme and, business case development; advice on funding; financial modelling; scheme appraisal and ongoing reporting. To assist in the process design of any TfGM functions. |
|  | **Reports to:** | Head of Infrastructure Pipeline Finance |
|  | **Key Role Outputs(KROs)**  *these set out what must be achieved for the post holder to be successful in the role* | **Key Actions**  *These set out how the KROs will be achieved – the activities required.* |
|  | Project scheme pipeline and new schemes development and advice | * Advise Senior Project and Programme Managers to propose appropriate funding streams and strategies for new and developing projects, taking account of cross-funding availability and funding restriction issues. * Provide advice to internal and external stakeholders in leading, managing and the development of business cases for proposed schemes – both revenue and capital, predominantly funded via the GM Clean Air Plan and Bus Franchising. * Work with and advise stakeholders from other GM partner organisations in developing appropriate assumptions for project business cases. * Challenge key assumptions and conduct sensitivity analysis to ensure projections are robust. * Consider projections in the context of funding available and model variations in the assumptions to test scheme viability. * Advise internal and external stakeholders on developing scheme assumptions to ensure scheme viability. * Take the lead in ensuring that complex funding agreements, sometimes involving multiple parties, are articulated in a clear concise manner so that stakeholders can ensure that they are adhered to. * Review and develop the existing the programme management and governance arrangements which provide a framework for the delivery of projects and programmes across TfGM and Greater Manchester (GM), and in turn secure the endorsement of these arrangements by the decision making bodies within the GMCA community (e.g. GM Transport and Growth Group and any sub groups; * Work across functional areas and District to prioritise schemes within the GM pipeline to progress when funding becomes available. |
|  | Reporting | * Oversee the production of financial information for the monthly Programme Boards; the Clean Air Committee and Bus Franchising Boards. Ensure that any financial risks and issues are identified and mitigated and communicated in an appropriate manner and these are understood and explained on a timely basis. * Review and challenge the preparation of all project related reports which are being presented to all internal and external Boards/Groups including Investment Board, Executive Board, Wider Leadership Team and GMCA. * Develop and implement procedures for the forecasting and reporting of cash flows on all programmes and projects to ensure TFGM/GMCA can manage treasury matters in the most effective way. * Continually develop best practice in reporting and ensure it is adopted with external stakeholders, including Districts, to ensure the appropriate financial management is in place for those projects which are being funded by third parties and the GMCA. * Provide ad-hoc reports and financial information or undertake project reviews as required by Finance Director; Head of Finance; Head of Infrastructure Pipeline Finance; and other Finance Managers as required. |
|  | Managed Stakeholder relationships for financial matters for larger multi organisational programmes | * Provide the lead as the Finance ‘expert’ in multi project programmes; * Lead the management of cross organisational financial relationships for complex programmes being delivered by a number of delivery partners; * Manage and resolve inter organisational differences and ensure delivery of the programme objectives and KPI’s * Develop and advise on programme and project financial management arrangements and work with external stakeholders in ensuring these are implemented consistently; * Ensure multi party complex funding arrangements are developed and operate effectively. Provide advice to parties in clearing any project/programme financial issues, including liaising with District Treasurers and the GMCA Treasurer to resolve matters as they arise. |
|  | Annual Budgeting and Periodic reforecasting | * Lead and manage a robust project and operational budgeting process that is approved via the GMCA. * Prepare forecasts for prudential indicators as required by GMCA. * Prepare all finance related commentaries; challenge and validate budget/forecast submissions; and attend review meetings with internal and external stakeholders. * Review overall project forecasts to ensure material changes are highlighted at the relevant level and can be planned with Finance, Districts and GMCA. * Prepare financial forecasts, including revenue projections, to ensure correct cost and phasing assumptions are being used. * Prepare re-forecasts quarterly or as required. * Prepare reports for Executive Board and other Boards as required based on the budgets agreed |
|  | Improved Processes | * Study what other programmes are doing around best practice and consider what changes and improvements in processes can be introduced at TfGM * Lead the team in the implementation of any process improvements, working with other functions to explain the changes and to ensure cross-functional systems and procedures are optimal * Consider and improve the efficiency of the interface between TfGM, delivery partners and District colleagues. |
|  | Cross Functional Support | * Attend Functional Boards to lead the provision of financial and non-financial “challenge” and to develop and provide alternative solutions to the issues raised * Attend external Boards as delegate for Finance Managers and act as TfGM representative ensuring financial compliance and financial expertise are provided. |
|  | Develop, manage and mentor other finance professionals to support the delivery of the TfGM Finance function. | * Manage or mentor other finance professionals * Manage the programme finances to ensure accruals, prepayments and provisions are in accordance with appropriate accounting standards. * Grants are reviewed and approved for payment. * Review all reconciliations prepared by the Finance team to ensure they are complete and robust. * Ensure analysis and componentisation of all assets capitalised in the year is detailed and robust |
|  | Manage cash flows | * Ensure that funding agreements are clearly understood and that any conditions are met or discussed with line management where funding risks may occur * Oversee and review the preparation of grant payments to organisations prior to submission for payment. * Working with Districts Sections151 officers and GMCA Treasurers in managing complex funding agreements |
|  | Revenue Activities | * Lead and manage in the monitoring of financial performance and support decision making for the relevant programmes including revenue projections, to provide clear financial analysis of the data, for senior management. * Prepare financial forecasts to ensure correct cost and phasing assumptions are being used. * Initiate monthly meetings with Directors and Senior Managers to review the financial performance and complete full year forecasts identifying any risks or opportunities that may have arisen at the review meetings. * Ensure all reporting requirements are met |

|  |  |  |
| --- | --- | --- |
|  | **Compulsory Outputs (COs)**  *these set out what must be achieved for the post holder to be successful in the role* | **Key Actions**  *These set out how the COs will be achieved – the activities required.* |
| **C1** | Ensure you comply with all applicable organisational legislation and policy: | * Adhere to anti corruption and anti bribery policies; * Dignity at Work policy; * Information assurance and security in line with Cabinet Office requirements; * Risk management * TfGM policies and procedures * Equality and diversity legislation * TfGM Vision & Values * Act in accordance with TfGM’s behaviours and competencies |
| **C2** | Any other reasonable duties as required from time to time |  |

|  |  |  |
| --- | --- | --- |
| **Key Interdependencies** | |  |
| **Key Contacts** | Finance team including, Management Accounts team, Capital pipeline team and Transactions team  Projects Directorate, Delivery Partner Programme and Project Managers  GMCA Finance Officers  GMCA Treasurer and Local Authority Finance Managers and Treasurers | |
| **Direct reports** | Project & Revenue and Capital Projects Accountant Accountants | |
| **Budgetary responsibility** |  | |
| **Location** | TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Office Use Only** | **Updated** | **Updated** | **Updated** | **Updated** | **Updated** |
| Created by |
| Rajev Bhalla  May 2018 | Rajev Bhalla  October 2024 |  |  |  |  |
| **HR Verification** |  |  |  |  |  |
| Cathryn McGarvey  12 November 2018 |  |  |  |  |  |

|  |  |
| --- | --- |
| **Person Specification** | **Senior Revenue and Capital Projects Accountant**  ***(Knowledge, skills and experience required at selection stage)*** |
|  |  |
| **E** | **Essential Experience:** |
| E1 | Significant proven experience of providing financial management support to a customer service focused organisation. |
| E2 | A detailed understanding of major capital and/or revenue project financial management. |
| E3 | Thorough ability to understand and distil complex issues, and communicate them simply. |
| E4 | Ability to identify solutions to financial challenges. |
| E5 | Ability to influence decision making, using information and analysis where appropriate. |
| E6 | Interaction and presentation skills to report financial information to non-financial managers. |
| E7 | Detailed understanding of revenue financial management. |
| E8 | Extensive experience in management and reporting of complex data sets and structures; commercial experience of cost funding; and significant management accounting, budgeting and forecasting experience. |
| E9 | Experience in reviewing and writing complex technical and business reports |
| E10 | Experience in managing teams / individuals |
| E11 | Experience of business partnering in and managing multi organisational relationships and providing advice to officers from other organisations |
| **D** | **Desirable experience:** |
| D1 | ERP applications knowledge and experience suitable to the role in both subject and level. |
| D2 | Advanced Excel and other Microsoft office applications |
| D3 | Significant experience of providing financial management support within either a transport or other public sector organisation. |
| D4 | Significant experience of major capital projects in a public sector environment involving government funding issues. |
| **EQ** | **Essential Qualifications – Technical, Vocational or educational:** |
| EQ1 | Educated to degree level (or equivalent vocational qualification) in a relevant subject. |
| EQ2 | CCAB professional (post-graduate) accounting qualification (ACA, ACCA, CIMA, CIPFA) |
| **DQ** | **Desirable Qualifications – Technical, Vocational or educational:** |
| DQ1 | Where appropriate to the qualification, current requirements for Continuing Professional Development should have been met. |
| EA | Essential Attributes: |
| EA1 | Demonstrable awareness of the wider corporate issues and a clear desire to work corporately with others in order to deliver key organisational objectives, including adopting a ‘no surprises’ approach to keeping your line manager informed. |
| EA2 | Demonstrable ability to identify the team’s priorities in the context of directorate or departmental priorities. |
| EA3 | An appreciation of the overall financial basis of TfGM’s operations, coupled with an ability to devise realistic, robust budgets to support operational priorities. The ability to use financial and budgetary information to track progress and to take appropriate action when variances arise. |
| EA4 | A desire to support colleagues in the achievement of departmental priorities. |
| EA5 | The ability to work with, motivate and influence others at appropriate levels, both within and outside TfGM, and to focus the team’s efforts on meeting customer and/or client needs. |
| DA | Desirable Attributes: |
| DA1 | An ability to identify obstacles to individual, team or organisational performance and to suggest strategies to overcome those obstacles. |