Transport for Greater Manchester

Role Profile

Role:	**Revenue and Capital Projects Accountant**
Directorate:	Finance & Corporate Services
Salary Band:	Band 8
Post reference:	FCS69
Job Evaluation Date:	3.05.2012
Role statement of purpose:	• To provide financial support and advice to all ongoing or prospective TfGM revenue and capital projects; including business case development, advice on funding, financial modelling; scheme appraisal and ongoing reporting; • To encompass both Metrolink and non Metrolink projects and initiatives; • To provide financial analysis to aid decisions in relation to management issues. • To provide management accounting services for operations as required.
Reports to:	Capital Programmes & Project Finance Manager

	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.*
1.	Business case development and advice	• Work with the internal and external stakeholders in reviewing and preparing business cases for proposed schemes – both revenue and capital. • 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.
2.	Review of potential sources of funding	• Support project management teams to propose and influence appropriate funding streams and strategies for new and developing projects, taking account of cross-funding availability and funding restriction issues. • Collate claims across the Districts and other scheme promoters in a timely manner to ensure submission to the DfT is achieved within the required timescale. • Ensure that funding agreements are clearly understood and that any funding conditions are

		adhered to and where funding risks may occur reported in the appropriate forum. • Assist in the preparation and submission of grant claims as required and monitor cumulative funding claims against approvals and forecasts by project.
3.	Periodic Reporting	• Ensure reports are prepared for the monthly Programme Boards and other forums and review of variances are understood and explained on a timely basis. • Input as required to all Projects reports. • Prepare initial drafts or review reports for Executive, Investment, Performance and Functional Boards; TfGMC and GMCA reports as required. • Liaise with external stakeholders, including Districts, to ensure the appropriate financial management is in place for those projects which are being funded through TfGM/GMCA and other third parties.
4.	Compliance and Support	• Lead the Initiation and document of claims procedure for all new programme and projects – both revenue and capital; to ensure all stakeholders know what documentation is required to be submitted and when to TfGM in order to submit a timely claim to the DfT or other funding body. • Lead monthly reviews with Programme/Project Managers to discuss all projects; update forecasts and identify any risks and opportunities within the projects. • Support the management team in decision making activities that arise in relation to the projects and reported to the relevant Programme Board. • Attend project reviews and support project managers when asked to supply ad hoc financial requests. • Attend risk workshops and ensure all risks and opportunities are clearly identified and reported to the relevant Programme Board. • Lead and provide timely analytical review, key control, accrual / prepayments and account reconciliation information, for the annual accounts completion process.
5.	Cash Flow Forecasting	• Prepare and co-ordinate the project cash flow forecasts, in conjunction with the Project teams, and submit for review by the Projects & Programme Finance Manager and Head of Finance

		on a timely basis, prior to consolidation.
6.	Annual Budgeting and Periodic reforecasting	• Co-ordinate a robust capital and revenue project budgeting process between Programme and Project Managers, and Finance. • Prepare capital and revenue project budgets annually or as required by the Head of Finance. • Support and maintain a comprehensive budget framework for the assigned cost centres • Prepare forecasts for prudential indicators as required. • Co-ordinate all capital related commentaries; challenge and validate budget/forecast submissions; and attend review meetings. • Review overall project forecasts to ensure material changes are highlighted at the relevant level and can be planned with Finance and the GMCA. • Prepare financial forecasts to ensure correct cost and phasing assumptions are being used. • Prepare re-forecasts quarterly or as required.
7.	Improved Processes	• Introduce, monitor, update and improve the grant submission process needed for all districts to claim the appropriate grant funding. • Pay continuous attention to all work processes and influence the development of new procedures to maximise efficiency and control at appropriate levels. • Work with departments internal and external to Finance to improve cross-functional systems and procedures, and effectively communicate changes. • Improve and maintain the efficiency of the interface between TfGM and district colleagues.
8.	Other outputs	• Assist with decision support and analysis of material contract procurements. • Assist other members of the Finance team where peak workloads require. • Provide ad-hoc reports and financial information or undertake project reviews as required by Finance Director; Head of Finance; Capital Programmes & Project Finance Manager; and other Finance Managers as required.
9.	Cross Functional Support	• Support areas of the business that are initiating a project or developing a business case that requires financial expertise in its preparation.

10.	Annual reporting and year end	• Review all reconciliations prepared by the Finance capital team to ensure they are complete and robust. • Ensure analysis and componentisation of all assets capitalised in the year is detailed and robust.
11.	Grants and funding	• 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 and funding claims prior to submission to the funding party • Monitor cumulative funding claims against approvals and forecasts by project • Support project management teams to propose and influence appropriate funding streams and strategies for new and developing projects, taking account of cross-funding availability and funding restriction issues • Communicate and negotiate with other colleagues in Finance to co-ordinate future funding stream needs e.g. Minor Works, prudential capital (borrowings) and other sources
12.	Revenue Activities	• Support and maintain a comprehensive budget framework for the assigned cost centres. • Assist in the monitoring of financial performance and support decision making within the assigned cost centres, by creating regular and ad hoc reports from SAP, to provide clear financial analysis of the data. • 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.
	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:	• TfGM Safety Management System (In particular section SMS 201 Roles and Responsibilities) • Bus Operator contractual management • 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	Programme and Capital Projects Finance Manager; Other Capital and Management Accountants; Project Group and Portfolio Office; Financial Accountant; and key financial contacts within programme delivery teams and Strategy.
Direct reports	N/A
Budgetary responsibility	
Location	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG

Office Use Only	**Updated**	**Updated**	**Updated**	**Updated**	**Updated**
Created					
By: NAME: Jamie Finnegan DATE: March 2012	By: Rajev Bhalla June 2016	Rajev Bhalla Jan 2019			

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Person Specification

	ROLE ***(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 broad understanding of major capital and/or revenue project financial management.
E3	Advanced Excel and other Microsoft office applications, with previous experience of integrated Management Information Systems.
E4	Good ability to understand and distil complex issues, and communicate them simply.
E5	Ability to identify solutions to financial challenges.
E6	Ability to influence decision making, using information and analysis where appropriate.
E7	Interaction and presentation skills to report financial information to non-financial managers.
E8	A broad understanding of revenue financial management.
E9	Experience in management and reporting of complex data sets and structures; commercial experience of cost funding; and significant management accounting, budgeting and forecasting experience.
D	**Desirable experience:**
D1	Significant experience of providing financial management support within either a transport or other public sector organisation.
D2	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) – the role holder will ideally have at least one years' post-qualification experience.
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:**

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DA1	An ability to identify obstacles to individual, team or organisational performance and to suggest strategies to overcome those obstacles.