



Working on behalf of



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Treasury Manager

Grade:

London Borough of Havering – PO7b

London Borough of Newham – LP07

Location –The post holder must be flexible and work across sites.

Accountable to:	<p>The post holder will report to the Head of Pensions and Treasury</p> <p>Other key relationship for the post holder will be:</p> <ul style="list-style-type: none">• Managing Director of oneSource• Director of Finance• Senior Management Team• Members of the audit committee• Service Directors and senior managers• The Council's Bankers• Brokers and Financial institutions• Treasury Management Advisors• Chief Accountant• Capital Accountant• Head of Financial Strategy• Head of Commercial Development
Accountable for:	<p>Line management responsibility for approximately 1 FTE</p>
Job Purpose:	<p>The post-holder's primary activity is to manage on a day to day basis the work and effectiveness of the Treasury Management functions.</p> <p>To develop and lead the councils' Treasury function to support capital investment and to minimise net borrowing costs</p>

	<p>Ensuring the delivery of a service reflects its individual Treasury Management Strategy.</p> <p>The post-holder will prepare Treasury Management Strategy and plans that enable the costs to the council to be minimised to the degree compatible with the organisations' accepted risk appetite.</p> <p>The post-holder must develop and maintain effective working relationships with colleagues to take account of the needs of the council as a whole and support the treasury function across all three councils where required.</p>
Specific Responsibilities	<p>General</p> <ul style="list-style-type: none"> • Co-ordinate and direct the work of the treasury management function for Newham council and to provide professional guidance on these areas to support and enable managers and staff to achieve council objectives. • To keep under review the Treasury Management procedures and working methods, thus ensuring a comprehensive and coordinated approach to the delivery of services. • To lead, manage and motivate staff through excellent communication, professional guidance, support and development in accordance with the council's policies and procedures. • To provide advice and support to Members, management board, directors and deputy directors on the full range of issues within the scope of the job. • To be conversant with all relevant legislation and guidance. • Investigate alternative options for investment and borrowing to meet longer term financing strategy. • Ensure treasury management reporting and analysis including prudential code requirements. • Manage the contracts with the Councils Treasury advisors and other financial institutions required to deliver the Treasury strategies • To implement treasury guidance provided by CIPFA and the Secretary of State from time to time along with best practice treasury management • To implement the Councils treasury management strategies • To deliver treasury activities in a secure and controlled manner • To prepare the treasury policies, annual treasury management strategies, quarterly treasury performance reports and the annual out-turn reports for presentation the relevant Committees and Councils; • To produce all of the necessary agenda items and reports to enable Members to fulfil their oversight, governance and decision making responsibilities in relation to treasury management and administration • To ensure that Council standing orders, financial regulations and schemes of delegation for decision making have been complied with in relation to the treasury management functions. Ensure that the Councils have sufficient funds to meet their financial obligations as they fall due; • To produce/maintain appropriate systems to support the

- Councils' treasury management activities;
- Where applicable obtain and lead on maintenance of records relating to the council's credit rating.

Treasury policy and strategy

- Produce/maintain up to date treasury policy documents that reflect agreed corporate priorities and strike an appropriate balance between short and long term objectives;
- To ensure that policies and strategic documents are approved by the relevant Committees / Councils on an annual basis;
- To ensure that relevant statutory and professional requirements are being complied with in relation to treasury management functions;
- Ensure that the treasury management strategies put in place do not expose the Councils to unnecessary financial risk;
- Prepare the annual treasury management strategies for presentation to the relevant Committees / Councils on an annual basis;
- To produce suitable bespoke alternative investments and carry out robust due diligence and on-going monitoring that meet the Council's requirements:
- To provide accurate, complete and timely financial management information to the Council, including quarterly treasury performance reports and annual outturn reports on treasury performance;
- Develop a cost effective fund management service for the Council that other bodies would want to invest their cash assets:
- Provide capital finance budget information in accordance with the budget preparation and monitoring timetable set by Strategic Finance.
- Manage complex commercial service loans to RDV/MLH/NLI etc. and protect the council's budget exposure to these entities

Cash management

- Production of a daily cash position report and maintain a short term cash flow forecast
- Ensure that there are sufficient funds to meet the Councils' financial obligations
- Ensure that cash is invested in accordance with the Councils' treasury policy and investment criteria
- Ensure that the lending lists are maintained on a daily basis
- Ensure that investments secure the best rate of return within the policy guidelines whilst protecting the principal value at all times
- Manage the relationships with external fund managers and monitor their investment performance.

Treasury governance

- Ensure effective controls are in place at all times over treasury activities
- Support any credit committee set up to oversee loans on the councils commercial activities
- Ensure treasury transactions are confirmed and settled

	<p>on a timely basis and accounted for accurately</p> <ul style="list-style-type: none"> Continually monitor the financial markets and counterparty credit worthiness and to advise the Councils of any potential issues on a timely basis Ensure that elected members and the corporate management teams are equipped to discharge their obligations through the receipt of comprehensive and timely information; Liaise with internal and external auditors. <p>Example outcomes or objectives that this role will deliver:</p> <ul style="list-style-type: none"> Approval of the annual Treasury Management Strategy. All investments and borrowing carried out in accordance with approved strategy Income targets are set and delivered in accordance with MTFS requirements Effective accounting and records management that meets the expectations of both external and internal audit. Control accounts balanced effectively. An approach to the council's borrowing and investment that ensures the Council optimises its net costs of borrowing and cash investments over the short, medium and long term.
oneSource Corporate Critical Success Factors	<ul style="list-style-type: none"> Provision of and delivery of quality services – ensuring a high level of service that is reflective of all customer needs and value for money Anticipates different customer needs – delivering a customer focused shared service which is a cultural 'fit', is flexible and proactive in approach Delivers a resilient business, which continuously improves and innovates with healthy revenue streams Operates an ethos of joint working and operates across the board regardless of location Delivers capacity and capability to operate business as usual with the capacity and capability to innovate and project manage to support this Delivers a flexible and scalable platform to innovate, enhance market knowledge and continuously improve Invests in people and skills to deliver a sustainable business Provides a transactional service that is multi-channelled, face to face, local and nationwide
General	<ul style="list-style-type: none"> OneSource is committed to and champions equality and diversity in all aspects of employment and service provision. All employees are expected to understand and promote this approach in their work. Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

	<ul style="list-style-type: none"> • Deal with any Safeguarding issues that might arise, in line with the Council's policies and procedures. • Comply with Health and Safety Regulations associated with your employment. • Be aware of responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this. • To treat all information acquired through your employment, both formally and informally, in strict confidence.
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Harvering Competencies

Competency Profile

Competencies are a set of descriptions of personal behaviours required by people in their workplace. The 7 competencies describe essential behaviours that everyone is expected to display and observe.

The 7 competencies each have 4 levels that reflect the different levels that employees would be expected to work to.

It is expected that there will be 4 competencies assigned that the employee is expected to demonstrate (for Senior posts it is likely there will be 5 or 6 competencies). One of the competencies expected to be included will be Respecting Others.

Select from the Competency Framework (<https://intranet.havering.gov.uk/index.aspx?articleid=21269>) the required competencies and associated levels (A-D) based on the role needs (level A will generally reflect an employee working in a support role, level D generally reflects those working at a very strategic level).

Complete the table below with the competencies and levels selected. Include the descriptive for the selected level (cut and paste).

Competency	Level	Criteria to be Evidenced (Description)
Communicating Openly and Effectively	C	<ul style="list-style-type: none"> • Communicates complex information to others effectively • Is a clear and persuasive communicator, using influencing and negotiating skills when necessary • Actively listens to, respects and values the view of others • Presents succinct, well-balanced information orally and in writing, with clear outcomes • Sets up opportunities to influence others prior to decisions being made • Understands and responds to organisational politics • Facilitates discussions to achieve

		<p>collective objectives</p> <ul style="list-style-type: none"> • Creates an environment where teams are encouraged and developed, to enable them to communicate effectively • Has knowledge of policy, procedures and legislation that support safeguarding children and adults activity, and communicates this to their staff • Knows what to communicate and where to report if they are concerned about an adult or child being at risk of abuse (*Adult and Children's Services)
Delivering Excellent Customer Service	C	<ul style="list-style-type: none"> • Acts as role model in own personal approach to customer focus • Proactively seeks and effectively uses customer information to inform service delivery • Proactively seeks to establish and meet current and future needs of customers • Organises processes around customers, taking account of complex and sensitive issues to meet their long-term needs • Implements and utilises systems to record customer feedback and communicates ideas and information to appropriate people, ensuring information is fed back into appropriate systems e.g. CRM • Creates an environment where teams are empowered to put customers first • Is aware of and challenges, if necessary, organisational cultures that may lead to poor practice in safeguarding adults and children • Shows clear understanding of their role in identifying and reporting concerns regarding adult or child abuse (*Adult and Children's Services)
Achieving Results and Success	C	<ul style="list-style-type: none"> • Evaluates and monitors performance • Uses knowledge of social and political dynamics to achieve results • Encourages organisational learning and continuous improvement • Demonstrates integrity, fairness and consistency in decision making

		<ul style="list-style-type: none"> • Sets demanding but achievable objectives for self and others • Achieves results through effective management of self and others • Identifies and manages risk • Assumes personal responsibility for making decisions, identifying solutions and achieving the best possible outcomes
Planning and Implementing	C	<ul style="list-style-type: none"> • Develops, monitors and adjust plans as necessary • Leads projects and plans for resources required to deliver • Communicates the plans to appropriate staff/stakeholders • Uses appropriate range of tools and techniques to plan and manage the process/project • Focuses on results and delivers outcomes • Shows determination and commitment • Shows flexibility
Respecting Others	C	<ul style="list-style-type: none"> • Develops a culture of Equality and Diversity • Empowers people to achieve best practice in this area • Adapts to different audiences • Demonstrates integrity and consistency in decision making • Ensures team members value diversity • Demonstrates clear and consistent leadership in promoting equality and diversity • Ensures full access to services for all • Responds efficiently and appropriately where there is evidence of unfairness • Respects confidentiality wherever appropriate • Challenges inappropriate behaviour • Upholds a high standard of fairness and ethics in words and actions
Driving Performance	2	<ul style="list-style-type: none"> • Translates strategic visions into realistic plans to drive performance • Takes an interest in why performance standards are not being met and develops plans to address the issues • Understands and considers the

		<p>impact of both internal and external factors in performance</p> <ul style="list-style-type: none"> • Addresses problems, does not personalise failure • Looks to reinforce learning and knowledge of others • Generates excitement for a course of action • Leads, develops and empowers staff to provide a seamless service delivery
Motivating Others	1	<ul style="list-style-type: none"> • Talks to team members to understand how best to motivate them • Understands feelings and views can be different and takes them into consideration • Shows confidence in the team • Looks to expand the decision making remit of others • Understands strengths and weaknesses of staff • Is aware some individuals are motivated by more autonomy, while others need more control over their work
Operational Management	2	<ul style="list-style-type: none"> • Thinks of creative ways of obtaining/using resources • Gets things done and builds momentum • Seeks to automate efficient processes • Builds in performance and quality indicators • Prioritises effectively • Builds in contingencies to deal with the unexpected • Has systems in place to monitor progress • Drives efficiencies and seeks opportunities to deliver value for money and savings
Working Together	2	<ul style="list-style-type: none"> • Works cooperatively with other departments to develop and improve services • Seeks to understand what is critical to others • Delivers services in a way that reflects customer needs rather than

		<p>organisational boundaries</p> <ul style="list-style-type: none"> • Brings partners and projects together at the right time, in the right way • Fosters joint learning, training and problem solving
Empowering Leadership	2	<ul style="list-style-type: none"> • Sets and communicates clear directions • Demonstrates awareness of own leadership style • Leads by example • Develops self and others • Inspires in others self-motivation to achieve goals • Empowers staff by recognising success • Has a clear vision, motivates and encourages the team