

# **The Royal Borough of Kensington and Chelsea**

## **Corporate Finance Manager**

### **Job Outline**

#### **Main Purpose of the Job**

Manages and delivers the Council's Corporate Finance function which is responsible for all aspects of the authority's budget planning, budget monitoring and financial reporting (for example; the Council's annual Statement of Accounts). The function also provides advice and briefings on the whole range of local government financial and funding issues including capital investment, fixed assets and Value Added Tax (VAT) accounting and advice.

#### **Key Accountabilities**

- Delivery of the Council's financial planning processes which includes whole authority revenue budget (£400 million gross) and Council Tax setting, capital budget planning (£180 million programme), management and co-ordination of budget monitoring and budget forecasting.
- Closure of the accounts (the production of the Council's statutory annual Statement of Accounts) and financial reporting and external returns including financial input into Council publications, coordination of Council wide financial reporting and statistical returns.
- Value Added Tax (VAT) and other tax advice.
- Capital financing, accounting and maintaining the fixed asset register and the establishment and enforcement of financial standards, policies and procedures.
- External funding briefings, advice and lobbying and provision of advice and briefings on financial and funding issues to the Town Clerk and Executive Director of Finance, the Head of Financial Services, Group Finance Managers, officers at all levels around the Council and elected members.

#### **Staff Directly Managed**

4

#### **Budget Responsibility 2011/12**

£420,800