

GREATER LONDON AUTHORITY

██████████
(By email)

Our Ref: MGLA050719-6727

29 July 2019

Dear ██████████

Thank you for your request for information which the GLA received on 5 July 2019. Your request has been dealt with under the Freedom of Information Act (FOI) 2000.

You asked for;

- 1. The total number of employees in the Resources directorate;*
- 2. A list of all the staff positions (filled or vacant) and the number of employees at each position in the Resources directorate;*
- 3. The job description of each of the above positions;*
- 4. The payscale of each of the above positions (if applicable), the actual salary of each employee, and any policy or regulation outlining how the pay is determined.*

Our response to your request is attached.

If you have any further questions relating to this matter, please contact me, quoting the reference at the top of this letter.

Yours sincerely

██████████
Information Governance Officer

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>

I would like to request the current or latest available data regarding the employees in the Resources Directorate of the Greater London Authority on the following aspects:

1. The total number of employees in the Resources directorate;
2. A list of all the staff positions (filled or vacant) and the number of employees at each position in the Resources directorate;
3. The job description of each of the above positions;
4. The payscale of each of the above positions (if applicable), the actual salary of each employee, and any policy or regulation outlining how the pay is determined.

1. The total number of employees in the Resources directorate

There are 41.2 full-time equivalent (FTE) established posts and 35.5 FTE employees in post in the Resources directorate.

2. A list of all the staff positions (filled or vacant) and the number of employees at each position in the Resources directorate;

Position	Grade	Established posts: FTEs	Employees in post: FTEs
Executive Director of Resources	Spot salary	1.0	1.0
Assistant Director of Group Finance	15	1.0	1.0
Chief Investment Officer	14	0.2	0.2
Senior Group Treasury Officer – Operations	10	1.0	1.0

Group Treasury Officer	8	3.0	3.0
Group Treasury Analyst	7	1.0	1.0
Executive Support Officer	6	1.0	1.0
Senior Finance Manager	13	2.0	2.0
Senior Financial Analyst	11	1.0	1.0
Assistant Financial Analyst	9	1.0	1.0
Assistant Director of Finance & Governance	15	1.0	1.0
Senior Governance Manager	12	1.0	1.0
Governance & Performance Manager	9	3.0	2.7
Finance Manager	12	2.0	0.6
Chief Accountant	13	1.0	1.0
Senior Accountant	10	3.0	3.0
Accountant	8	10.0	7.0

Senior Finance Officer	6	5.0	4.0
Treasury Accountant	8	1.0	1.0
Apprentice	4	2.0	2.0
Total	-	41.2	35.5

3. The job description of each of the above positions.

As attached.

4. The payscale of each of the above positions (if applicable), the actual salary of each employee, and any policy or regulation outlining how the pay is determined.

The grade of each position is listed in response to question 2.

The pay scales for all grades 1-15 are available via: <https://www.london.gov.uk/sites/default/files/gla-payscale-2018.pdf>

The spot salary for the Executive Director if Resources is available via: <https://www.london.gov.uk/about-us/governance-and-spending/good-governance/our-corporate-management-team/martin-clarke>

The Pay & Grading Principles are available via:

https://www.london.gov.uk/sites/default/files/pay_and_grading_principles_november_2015.pdf

Job Description

Job title: Executive Director – Resources

Grade: Spot **Post number:** 000038

Directorate: Resources

Job Purpose

- To be responsible to the Chief Executive for the management and development of the functions allotted to the GLA's Resources directorate and to be an active member of the Chief Executive's Corporate Management Team.
- To provide corporate support to both the Mayor and the Assembly and to act as the GLA's Chief Finance Officer under Section 127 of the GLA Act 1999.
- To deputise for the GLA's Chief Executive.

Principal Accountabilities

- Responsible for the management and development of the functions allotted to the Resources directorate. Currently:
 - Finance
 - Resilience and Facilities Management
 - Human Resources and Organisational Development
 - Information Technology
 - European Programmes Management
- Developing an integrated support function which provides professional, customer-focused expert advice. Operating as a centre of excellence in enabling the GLA and its partners to function more effectively.
- Acting as the GLA's corporate lead on the following cross-cutting issues:
 - The allocation and prioritisation of resources throughout the GLA Group through the annual budget setting process
 - Value for money and continuous improvement through:
 - Performance managing the GLA and its Functional Bodies
 - Effective operational management practices – developing and implementing more efficient and effective processes and enablers
 - Exploring the scope for shared services across the GLA Group
 - Conducting annual efficiency exercises.
- Lead the Resources Directorate Management Team so as to co-ordinate the delivery of corporate priorities across the directorate's teams.
- Monitor delivery of corporate priorities across the directorate and set a goal of continuous improvement for all teams and individuals.
- Implement the GLA's programmes and policies within Resources, particularly by minimising bureaucracy and maximising resource allocation at the point of delivery.

- Effective leadership and management of the Resources directorate. Developing the long and short-term capabilities needed to support GLA objectives, employing effective performance management (through the setting of stretching objectives and allocating resources to meet agreed objectives) on time and to budget.
- Provide financial advice to the executive (the Mayor and his appointees) and scrutiny (the Assembly and its committees) arms of the GLA and ensure that the GLA maintains a balanced budget in accordance with the duties of the Chief Finance Officer under Section 127 of the GLA Act.

Generic Accountabilities

As a member of the Executive Team you will have collective responsibility, under the overall direction of the Head of Paid Service, for:

- Providing effective leadership to all GLA teams, acting as a role model for our people and ensuring the development of a culture and core values which enable the GLA to continuously improve and innovate.
- Working closely with the Mayoral team to ensure the effective development and maintenance of corporate policy development- keeping abreast of plans across the GLA group and ensuring a comprehensive knowledge of the needs of the local community.
- Develop and implement corporate and strategic approaches to ensure a framework for the achievement of the GLA's objectives.
- Ensuring effective corporate management of resources, (people, organisation, structures and management systems), regularly reviewing and re-prioritising these to ensure effective utilisation.
- Representing the GLA, supporting and promoting its activities and acting as a 'champion' of any corporate initiatives, often taking a lead role on these.
- Establishing and maintaining good internal and external stakeholder relations- with the Mayoral team; Assembly members; Unions; Functional bodies; Local Boroughs; London's communities.
- Realising the benefits of London's diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London's communities.

Dimensions

Accountable to: Head of Paid Service

Accountable for: Operational management and development of the GLA's Resources Directorate

Person Specification

Education/qualifications

- A CCAB qualified accountant

Previous experience

- Extensive experience at senior management level within a local authority, Government Department / Agency or similar high profile organisation with comparable scope, responsibilities, budget and resources.
- A strong track record of building capability and managing change across a range of professional functions and support teams. Experience of developing shared services would be beneficial.
- An in-depth understanding of financial management across multi-disciplinary functions and of budget formulation, setting and monitoring across a number of disparate bodies.
- Successful experience of providing professional advice in the areas covered by the post's responsibilities, and experience of building trust and confidence with elected members (or similar office holders) within a democratic process.
- Successful experience of building effective, productive and relevant working relationships, both internally and externally, with a diverse range of senior stakeholders including in high profile political environment.

Skills/abilities

- Strong operational management skills with a successful track record of developing and implementing performance management frameworks; setting challenging performance measures and ensuring their delivery.
- An ability to lead a group of teams providing robust expert advice and support in a political environment. Demonstrating added value in all activities.
- Proven successful leadership and operational management of large multi disciplined teams: establishing performance measures and raising performance levels; developing critical capabilities; leading through organisational changes- effectively dealing with uncertainty and areas of conflict to ensure current and future success.
- Proven skill in successful management and participation in the formulation of corporate objectives, policies and strategies within a large multi-discipline organisation.

Knowledge

- Sound understanding of and experience of financial management across multi disciplinary functions, including budget formulation and financial monitoring.
- An understanding of devolved government, and experience of operating successfully within complex decision making structures, and negotiating successful outcomes.

Aptitudes

- An inspirational leader, visionary and visible; able to lead by example. Empowering, enabling, motivating and developing others.
- A highly effective communicator with strong influencing skills, able to inspire confidence and trust at all levels
- A skilled stakeholder manager with first class interpersonal skills, able to inspire confidence and trust at all levels. The gravitas to make an impact at the highest levels.
- A strategic operator with the tenacity and personal drive to deliver continuous performance improvements and lead transformational change. The ability to apply sound judgement in responding quickly to fast moving priorities whilst also identifying and working towards longer- term goals
- A corporate player acting with integrity, professionalism, energy and drive in the best interests of the organisation and in accordance with the agreed strategic direction.

Equalities

- Clear achievement in promoting equality of opportunity.

Reasonable adjustment

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

Job Description

Job title:	Assistant Director - Group Finance	
Grade:	Grade 15	Post number: 002498
Directorate:	Resources	
Unit:	Finance	

Job purpose

To lead on the development of the Mayor's component and consolidated budgets for the GLA Group, their capital investment plans and prudential borrowing limits in conformity with statutory and recommended practice.

To be responsible for the provision of treasury management services to the GLA and those Functional Bodies participating in the GLA's shared treasury service.

To be responsible for managing the relationship with the London Pension Fund Authority.

To lead and participate in a range of high profile projects and provide advice to the Mayor, London Assembly Members, the London Enterprise Panel and senior managers on financial matters.

Principal accountabilities

1. Lead and motivate a team of expert professional staff providing financial services in accordance with GLA policies and provide a link between the team and the Executive Director of Resources.
2. Lead on the development and implementation of the financial strategy necessary to deliver the Mayor's strategic objectives. This includes managing robust statutory annual budget and capital programme processes to secure financial balance on services and programmes costing in excess of £16 billion a year, and managing the greater financial inter-dependency and shared financial risks introduced across the GLA Group by the Local Government Resource Review.
3. Establish, develop and maintain close relationships with senior staff in the functional bodies to review and develop medium and long-term financial strategies which offer synergies and opportunities for maximising financial impact and efficiencies across the GLA Group.
4. Oversee and manage the provision of treasury management services to the GLA and those functional bodies participating in the GLA's shared treasury service. This includes providing strategic advice to the Mayor on the GLA's debt portfolio of c£4bn and GLA Group-wide prudential borrowing requirements.
5. Represent the Authority in negotiations concerning funding and other related local government finance issues with central government and with key stakeholders e.g., functional bodies, London Councils and London boroughs.

6. Take forward the outcomes of the London Finance Commission and be the financial lead on Enterprise Zones.
7. Lead on the provision of the GLA's own insurance requirements.
8. Lead on the relationship with the London Pensions Fund Authority including responsibility for Board appointments, strategic policy and budget.
9. Establish and maintain close collaborative working with the Head of Financial Services to ensure Business Accountants and other finance staff are deployed effectively across the wider Finance Unit.
10. Provide a range of complex and sensitive financial advice and high quality information to the Mayor, Assembly members and senior officers on financial matters relating to the GLA and Functional Bodies, including the budgeting of major programmes and projects, policy options for sources of funding and responses to government on local government finance issues.
11. Support the Executive Director of Resources in the exercise of the financial administration and stewardship of the GLA in respect of the above duties, deputising for the Executive Director in respect of these duties in his or her absence.
12. Manage staff and resources allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards and to input at a management level to the development of the finance function.
13. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of the job and participating in multi-disciplinary, cross department and cross-organisational groups and team tasks.

Key relationships

Accountable to: Executive Director - Resources

Accountable for: 1 x Senior Group Finance Manager (Grade 13), 1 x Group Treasury Manager (Grade 12), 1 x Group Finance Manager (Grade 12), 1 x Financial Analyst (Grade 10), 1 x Accountant Treasury Services (Grade 8), 1 x Treasury Assistant (Grade 6).

Principal contacts: Mayor, Assembly Members, Mayoral Advisors, senior GLA staff, senior functional body staff, senior civil servants and external partners.

Person specification

Technical requirements/experience/qualifications

1. Full membership of a professional accountancy body.
2. Extensive knowledge and experience of management accounting in a large public sector organisation.

Behavioural competencies

Building and managing relationships

... Is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 4 Indicators of effective performance

- Identifies and engages a diverse range of influential contacts within stakeholder and community groups and partner organisations
- Builds alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights
- Actively challenges and addresses 'silo attitudes' to encourage effective relationship building inside and outside the GLA
- Understands the complexities of political dynamics and uses this to manage relationships and resolve conflict effectively
- Identifies clear win-win situations with external partners

Communicating and influencing

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

Level 4 Indicators of effective performance

- Articulates self with credibility and conviction, encouraging buy-in to corporate position
- Influences the thinking of other organisations, encouraging them to deliver in line with the GLA
- Ensures that the organisation communicates inclusively with staff and external stakeholders
- Acts as a credible and convincing spokesperson and negotiator for the GLA
- Instils a corporate commitment to accessible communication

Planning and organising

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 4 indicators of effective performance

- Takes accountability for monitoring delivery of the GLA's commitments
- Uses quality assurance processes across the organisation as a feedback mechanism to improve performance
- Takes responsibility for ensuring tools and techniques are available for the effective management of programmes
- Realigns GLA objectives to respond to changing external & internal agendas
- Uses feedback from all sectors as a performance measure for GLA work

Decision making

... is forming sound, evidence-based judgements, making choices, assessing risks to delivery and taking accountability for results

Level 4 indicators of effective performance

- Makes difficult decisions for the long term benefit of the organisation
- Presents and instills confidence in strategic decision-making
- Consults stakeholders early in critical organisation-wide decisions
- Stands by the decisions and actions of the GLA

- Accepts and promotes accountability for the GLA's decision making
- Ensures the organisation balances effective risk management with the need for timely actions

Problem solving

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions

Level 4 indicators of effective performance

- Seeks multiple perspectives to understand the breadth and depth of complex issues
- Produces strategies to solve organisation-wide problems, considering the practical and political concerns associated with the implementation of solutions
- Enables the GLA to continuously improve and innovate in the long term
- Problem solves jointly with others to stimulate innovation
- Turns ambiguous or difficult situations into opportunities

Responsible use of resources

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 4 Indicators of effective performance

- Explores different options for funding and income generation
- Sets budgets, understanding current costs and challenging teams to deliver greater efficiency
- Monitors resource allocation across the organisation, ensuring the GLA works within budget and resources
- Ensures the GLA procures and uses resources fairly and responsibly and with regard for environmental efficiencies
- Leads initiatives to identify and deliver efficiencies across the GLA group and through partnership working

Organisational awareness

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 4 Indicators of effective performance

- Focuses on the needs of Londoners, promoting organisational awareness of how they impact GLA priorities
- Anticipates and responds appropriately and professionally to political pressure, inspiring confidence and trust from politicians
- Shapes senior stakeholders' perceptions of the GLA, using their influence to support the GLA agenda
- Influences Londoners' perceptions of the GLA, using the Media where appropriate
- Leads the organisation by setting the highest standard in upholding integrity and ethical behaviour

Managing and developing performance

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Level 4 indicators of effective performance

- Motivates and inspires others to perform to their best, recognising and valuing their work and encouraging them to learn and reflect
- Sets clear direction and expectations and enables others to interpret competing priorities
- Agrees and monitors challenging, achievable performance objectives in line with GLA priorities
- Manages performance issues effectively to avoid adverse impact on team morale and performance
- Promotes a positive team culture that respects diversity and deals with barriers to inclusion

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.



Job Description

Job title: Head of Finance & Governance

Grade: 15

Directorate: Resources

Unit: Finance & Governance

Job purpose

To be the head of unit responsible for the provision of high quality services across the following four teams:

- Technical Team (Finance);
- Corporate Team (Finance)
- Housing & Development Team (Finance); and
- Governance & Performance Team (Governance).

Principal Accountabilities

1. Oversee finance and governance issues arising in the Authority, providing leadership in those areas and escalating sensitive or complex issues to Executive Directors and the Mayoral team, including the Mayor's Chief of Staff.
2. Act as a substitute for the Executive Director of Resources on finance and governance issues, when required.
3. Provide effective leadership and appropriate line management arrangements in the following areas: Technical Team (Finance), Corporate Team (Finance), Housing & Development Team (Finance) and Governance & Performance Team (Governance).
4. Ensure the Authority's annual internal budget setting process is conducted smoothly and achieves the outcomes sought by the Mayoralty.
5. Ensure that there is synergy across the Authority on financial performance and corporate performance issues.
6. Protect the Authority's reputation is protected at all times through the operation of a strong corporate governance regime.

7. Appear before Assembly committees to answer questions on finance and governance issues, adopting a professional and positive approach in so doing.
8. Be accountable for a range of corporate activities as and when required, focusing on improvements in corporate performance improvement and more efficient and effective ways of working.
9. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary cross-department and cross-organisational groups and task teams.
10. Realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's communities.

Key relationships

Accountable to: Head of Finance & Governance

Accountable for: Corporate Performance Manager, Corporate Governance Manager and Information Governance Manager

Principal contacts: GLA staff

Person specification

Technical requirements / experience / qualifications

1. Significant experience of finance and governance issues in a leadership role.
2. An expert understanding of public sector finance and governance issues.
3. Significant experience of managing a team to deliver in a pressurised environment.
4. Membership of a recognised professional accounting body.

Behavioural competencies

Building & Managing Relationships

...is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 4 indicators of effective performance

- Identifies and engages a diverse range of influential contacts within stakeholder and community groups, and partner organisations

- Builds alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights
- Actively challenges and addresses 'silo attitudes' to encourage effective relationship building inside and outside the GLA
- Understands the complexities of political dynamics and uses this to manage relationships and resolve conflict effectively
- Identifies clear win-win situations with external partners.

Strategic Thinking

...is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 4 indicators of effective performance

- Develops a positive and compelling vision of London's future potential, demonstrating confidence in the strategic direction of the GLA
- Translates an understanding of the complex and diverse threats and issues facing London into positive action
- Proactively involves partners in strategic thinking, incorporating their views into plans and working with them to align strategic priorities
- Sets organisational priorities by identifying where time and investment is needed most
- Generates and leads strategic initiatives that reflect the GLA's position as a regional authority.

Managing and Developing Performance

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Level 4 indicators of effective performance

- Creates an organisation that learns from experience
- Sets clear organisational objectives, cascading challenging yet achievable deliverables to directorates
- Identifies strategic level performance indicators and communicates these clearly
- Leads and sets an example for desired behaviour and performance for GLA staff
- Instils a culture of high performance and outstanding results where staff are encouraged to perform to their best.

Communicating and Influencing

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

Level 4 indicators of effective performance

- Articulates self with credibility and conviction, encouraging buy-in to corporate position

- Influences the thinking of other organisations, encouraging them to deliver in line with the GLA
- Ensures that the organisation communicates inclusively with staff and external stakeholders
- Acts as a credible and convincing spokesperson and negotiator for the GLA
- Instils a corporate commitment to accessible communication.

Planning & Organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 4 indicators of effective performance

- Takes accountability for monitoring delivery of the GLA's commitments
- Uses quality assurance processes across the organisation as a feedback mechanism to improve performance
- Takes responsibility for ensuring tools and techniques are available for the effective management of programmes
- Realigns GLA objectives to respond to changing external & internal agendas
- Uses feedback from all sectors as a performance measure for GLA work.

Responding to Pressure and Change

... is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 4 indicators of effective performance

- Demonstrates resilience in the face of challenge from staff, media and partner organisations
- Promotes the GLA as a flexible organisation, responding to the changing needs of Londoners
- Shows positivity in the face of external pressure, minimising negative impact
- Drives a culture of continuous improvement
- Sets the direction for organisational development and ensures effective communication of change initiatives.

Responsible use of Resources

...is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 4 indicators of effective performance

- Explores different options for funding and income generation
- Sets budgets, understanding current costs and challenging teams to deliver greater efficiency
- Monitors resource allocation across the organisation, ensuring the GLA works within budget and resources

- Ensures the GLA procures and uses resources fairly and responsibly and with regard for environmental efficiencies
- Leads initiatives to identify and deliver efficiencies across the GLA Group and through partnership working.

Organisational Awareness

...is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly

Level 4 indicators of effective performance

- Focuses on the needs of Londoners, promoting organisational awareness of how they impact GLA priorities
- Anticipates and responds appropriately and professionally to political pressure, inspiring confidence and trust from politicians
- Shapes senior stakeholders' perceptions of the GLA, using their influence to support the GLA agenda
- Influences Londoners' perceptions of the GLA, using the Media where appropriate
- Leads the organisation by setting the highest standard in upholding integrity and ethical behaviour.

Reasonable adjustment

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work

Job Description

Job title:	Group Treasury and Chief Investment Officer	
Grade:	14	Post No: GLA2167
Directorate:	Resources	
Unit:	Group Finance	

Job purpose

To act as lead GLA representative in a range of high profile strategic infrastructure and development projects and provide advice to the Mayor, London Assembly, LEP and senior managers on relevant finance and risk matters, including developing innovative funding and financing solutions, and successfully influencing HM Treasury, financial institutions and other key stakeholders.

To strategically lead the GLA Group Treasury function's operations, providing strategic debt management and investment advice to the GLA and participating functional bodies and manage the operational assessment of credit risk and pricing of financial instruments.

To act as Chief Investment Officer of the GLA Group Investment Syndicate delivering returns on group balances of £2 bn in line with agreed risk parameters and optimising debt of £5bn.

Principal accountabilities

1. Establish, develop and maintain strong working relationships with London Boroughs, Functional Bodies, Government bodies and developers in respect of major infrastructure projects and potential financing mechanisms. On behalf of the Executive Director of Resources / AD Group Finance and other Executive Directors to ensure that the GLA's interests are effectively represented and value for money is maximised.
2. Commission, review and present financial and risk analysis and research relating to major capital projects and develop innovative and prudent financing and funding mechanisms. Contribute across directorates to the development of funding policy in support of infrastructure and development priorities. Specifically, to work with the Infrastructure Board and GLA officers enabling Infrastructure development, in bringing forward financial solutions to fund investment.
3. To provide strategic advice to the GLA and participating members of the GLA family on individual and group wide prudential borrowing and treasury requirements, identifying and implementing opportunities for synergistic intra-group transactions. To oversee and manage the treasury operations, including the GLA's bond issuance programme, necessary to deliver the agreed objectives of security, liquidity, yield and costs.
4. To prudently manage the debt servicing costs and matching tax and capital income streams arising from the GLA's role in major infrastructure and development projects (including housing); Model and control debt affordability and risk and demonstrate the prudence of existing borrowing to ratings agencies and investors.
5. To develop, review and produce the Authority's Annual Treasury Management Policy and Strategy for approval by the Mayor and Assembly prior to the start of the financial

year and to lead and manage all aspects of the Authority's treasury operations including the development and implementation of systems and procedures, and the assessment and monitoring of investment counterparties and deposit-taking institutions.

6. Lead the provision of risk analysis and pricing of financial instruments outside core treasury activities, such as Housing Bank Loans and residual LDA funding agreements.
7. To manage external relations with the treasury functions of participating members of the GLA family. To lead and manage the GLA's Service Level Agreements on treasury with participating members. Act as Chief Investment Officer of the Group Investment Syndicate ensuring the continual development of pooling methodologies to reduce risks, optimise return and equitable outcomes between participants.
8. To support the Executive Director of Resources and the AD Group Finance in the exercise of financial administration and stewardship in respect of the above duties.
9. Manage staff and resources allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards and to input at a management level to the development of the finance function.
10. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams

Key relationships

Accountable to:

Assistant Director – Group Finance

Accountable for:

Senior Group Treasury Officer – Operations (Grade 10)
Group Treasury Officer (Grade 8)
2x Trainee Group Treasury Officer (Grade 4-8)

Principal contacts:

Mayor, Chief of Staff, Deputy Mayors for Transport, Deputy Mayor for Housing & Land, other Mayoral Advisors, Assembly Members, Executive Directors, Senior GLA staff, All functional bodies, GLA bond holders, EIB, Credit Rating Agencies, HMT, CIPFA, Capita, Insurance broker.

Person Specification

Technical requirements/experience/qualifications

1. A fully qualified CCAB accountant.
2. Extensive knowledge and experience of financial management in a large public sector organisation.
3. Extensive knowledge and experience of investment and borrowing decision making and treasury management in a group context.
4. Experience of, and technical proficiency in, capital markets transactions and financing major infrastructure projects.
5. Extensive experience of managing multiple stakeholders.
6. Credibility and status with key stakeholders, such as HMT.

Behavioural Competencies

Building and managing relationships

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Level 4 Indicators of effective performance

- Identifies and engages a diverse range of influential contacts within stakeholder and community groups, and partner organisations
- Builds alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights
- Actively challenges and addresses 'silo attitudes' to encourage effective relationship building inside and outside the GLA
- Understands the complexities of political dynamics and uses this to manage relationships and resolve conflict effectively
- Identifies clear win-win situations with external partners

Communicating and influencing

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

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- Articulates self with credibility and conviction, encouraging buy-in to corporate position
- Influences the thinking of other organisations, encouraging them to deliver in line with the GLA
- Ensures that the organisation communicates inclusively with staff and external stakeholders
- Acts as a credible and convincing spokesperson and negotiator for the GLA
- Instils a corporate commitment to accessible communication

Stakeholder focus

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 4 indicators of effective performance

- Adapts objectives and the GLA's public facing position based on the context behind stakeholder needs and requests
- Builds the GLA's reputation as an organisation committed to meeting the needs of Londoners
- Manages partner organisations' and Londoners' expectations of the GLA by anticipating and influencing changing priorities
- Instils a culture that encourages GLA staff to think about meeting Londoners' needs first
- Builds the confidence of staff, partner organisations and Londoners by ensuring the GLA delivers quality work

Decision making

... is forming sound, evidence-based judgements, making choices, assessing risks to delivery and taking accountability for results

Level 4 indicators of effective performance

- Makes difficult decisions for the long term benefit of the organisation
- Presents and instils confidence in strategic decision-making
- Consults stakeholders early in critical organisation-wide decisions
- Stands by the decisions and actions of the GLA
- Accepts and promotes accountability for the GLA's decision making
- Ensures the organisation balances effective risk management with the need for timely actions

Problem solving

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions

Level 4 indicators of effective performance

- Seeks multiple perspectives to understand the breadth and depth of complex issues
- Produces strategies to solve organisation-wide problems, considering the practical and political concerns associated with the implementation of solutions
- Enables the GLA to continuously improve and innovate in the long term
- Problem solves jointly with others to stimulate innovation
- Turns ambiguous or difficult situations into opportunities

Responsible use of resources

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 4 Indicators of effective performance

- Explores different options for funding and income generation
- Sets budgets, understanding current costs and challenging teams to deliver greater efficiency
- Monitors resource allocation across the organisation, ensuring the GLA works within budget and resources
- Ensures the GLA procures and uses resources fairly and responsibly and with regard for environmental efficiencies
- Leads initiatives to identify and deliver efficiencies across the GLA Group and through partnership working

Organisational awareness

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 4 Indicators of effective performance

- Focuses on the needs of Londoners, promoting organisational awareness of how they impact GLA priorities
- Anticipates and responds appropriately and professionally to political pressure, inspiring confidence and trust from politicians
- Shapes senior stakeholders' perceptions of the GLA, using their influence to support the GLA agenda
- Influences Londoners' perceptions of the GLA, using the Media where appropriate
- Leads the organisation by setting the highest standard in upholding integrity and ethical behaviour

Managing and developing performance

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Level 4 indicators of effective performance

- Creates an organisation that learns from experience
- Sets clear organisational objectives, cascading challenging yet achievable deliverables to directorates
- Identifies strategic level performance indicators and communicates these clearly
- Leads and sets an example for desired behaviour and performance for GLA staff
- Instils a culture of high performance and outstanding results where staff are encouraged to perform to their best

Planning and organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 4 indicators of effective performance

- Takes accountability for monitoring delivery of the GLA's commitments
- Uses quality assurance processes across the organisation as a feedback mechanism to improve performance
- Takes responsibility for ensuring tools and techniques are available for the effective management of programmes
- Realigns GLA objectives to respond to changing external and internal agendas
- Uses feedback from all sectors as a performance measure for GLA work

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

Job Description

Job title:	Accountant
Grade:	8
Post number:	000086; 000095; 001069; 001091; 001136; 001496; 002501
Directorate:	Resources
Unit:	Finance & Governance

Job purpose

1. To undertake a range of accountancy and finance work across the entirety of GLA functions.

Principal accountabilities

1. Undertake the role of link accountant for a cluster of directorates, providing accurate financial information, preparing budgets and monitoring and forecasting expenditure and income.
2. Develop the Authority's annual budget and support the closure of the accounts of the Authority.
3. Support the annual GLA Group budget setting process.
4. Contribute to the development of reports from financial systems.
5. Provide effective accountancy support to the Authority and contribute to the development of programmes of work across the Authority.
6. Produce reports, analysis and briefings for senior managers of the Authority on a wide range of complex issues.
7. Contribute to the development, review and monitoring of key elements of the Authority's governance framework including the decision making framework, finance regulations, the expenses and benefits framework, the fraud response plan, and audit plans.
8. Undertake project based work as required.
9. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary cross-department and cross-organisational groups and task teams.

10. Realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's communities.

Key relationships

Accountable to: Chief Accountant / Finance Manager

Accountable for: Resources allocated to the job

Principal contacts: GLA staff

Person specification

Technical requirements/experience/qualifications

1. Qualified, part-qualified or qualified by experience as an accountant.
2. An understanding of local government finance and the statutory framework for local authority accounting.
3. Developed skills in the analysis and interpretation of financial information.
4. Experience of working with accounting systems and proficiency in Excel.

Behavioural competencies

Stakeholder focus

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 2 indicators of effective performance

- Seeks to understand requirements, gathering extra information when needs are not clear
- Presents the GLA positively by interacting effectively with stakeholders
- Delivers a timely and accurate service
- Understands the differing needs of stakeholders and adapts own service accordingly
- Seeks and uses feedback from a variety of sources to improve the GLA's service to Londoners

Managing and developing performance

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Level 1 indicators of effective performance

- Keeps up to date with new processes and information in own role
- Seeks opportunities to develop, taking responsibility for own personal development plan
- Takes a methodical and consistent approach to completing work in line with personal objectives
- Seeks clarity on objectives, ensuring a good understanding of expectations
- Openly shares constructive feedback, supporting the delivery of own and others' work

Planning and organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 2 indicators of effective performance

- Prioritises work in line with key team or project deliverables
- Makes contingency plans to account for changing work priorities, deadlines and milestones
- Identifies and consults with sponsors or stakeholders in planning work
- Pays close attention to detail, ensuring team's work is delivered to a high standard
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

Problem solving

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions

Level 2 indicators of effective performance

- Processes and distils a variety of information to understand a problem fully
- Proposes options for solutions to presented problems
- Builds on the ideas of others to encourage creative problem solving
- Thinks laterally about own work, considering different ways to approach problems
- Seeks the opinions and experiences of others to understand different approaches to problem solving

Responsible use of resources

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 2 Indicators of effective performance

- Continually looks for opportunities to work more efficiently and sustainably
- Reduces team impact on the environment by implementing methods for reducing use of, reusing and recycling resources
- Improves local processes to maximise use of resources
- Monitors and stays within budget at all times

Organisational awareness

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 2 Indicators of effective performance

- Challenges unethical behaviour

- Uses understanding of the GLA's complex partnership arrangements to deliver effectively
- Recognises how political changes and sensitivities impact on own and team's work
- Is aware of the changing needs of Londoners, anticipating resulting changes for work agendas
- Follows the GLA's position in the media and understands how it impacts on work

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

JOB DESCRIPTION

Job Title: Assistant Financial Analyst

Grade: 9

Post: GLA3039

Directorate: Resources

Unit: Finance

Job Purpose

To support the Mayor of London's revenue budget and capital spending plan development process and assist as directed on the financial aspects of corporate projects and public finance issues including business rates retention, the Crossrail Business Rate Supplement, the impact of Government Spending Reviews, council tax and business rates policy, GLA Group wide financial planning, corporate projects and the funding aspects of enterprise zones, designated areas and other regeneration and infrastructure projects.

Principal Accountabilities

1. To support the development of the Mayor of London's revenue budget and capital spending plan providing advice as appropriate to senior managers.
2. To negotiate and liaise with colleagues within the GLA and its functional bodies as appropriate to ensure the Mayor's budget is developed in line with his/her budget guidance and timetable and is accurate, consistent and integrated across the GLA Group.
3. To support the Finance Manager and Financial Analyst in the ongoing management, monitoring, forecasting and year end accounting of revenues via the business rates retention system and the Crossrail Business Rate Supplement liaising closely with the GLA's treasury function, Transport for London, LFEPA, MOPAC the 32 London boroughs, the Corporation of London and DCLG.
4. To support the Senior Finance Manager, as required, in his role in providing strategic financial advice to the London Enterprise Action Partnership - and associated work arising from this responsibility, and in other similar project work.
5. To lead on the forecasting and accounting of council tax revenues. This will also include monitoring billing authority council tax support schemes and responding to any consultations they may undertake in developing their local schemes.
6. To monitor the outputs from any business rates and council tax income maximisation projects developed in partnership with the 33 London billing authorities ensuring that any funding agreements are put in place to ensure these are delivered on a timely and efficient basis.
7. To support the Finance Manager in providing advice within the GLA on business rates policy issues and any lobbying work including consultation responses undertaken relating to the implementation of full business rates devolution in London working closely with colleagues in London Councils and London billing authorities. This will also include liaising with EBPU in the GLA's wider engagement with the business community.
8. To lead on designated areas of finance, budget or corporate projects e.g. undertaking research on the funding and financing of the GLA and the functional bodies and preparing policy options, reports, briefings and presentations for the Mayor, Mayoral advisers, Assembly Members and senior managers of the Authority and functional bodies.

9. To support the Finance Manager and Financial Analyst as appropriate on other related group and public finance issues including the impact of Government Budget and Spending Review announcements, the local government finance settlement, enterprise zones and designated areas within the London area and potential future infrastructure and transport projects such as Crossrail 2 working with key stakeholders as applicable.
10. To support the Financial Analyst in relation to shared services and corporate procurement including supporting GLA internal review groups and preparing relevant data or statistical analysis.
11. To assist as directed by the Financial Analyst in analysing GLA group efficiency savings and to lead on the preparation and submission of the GLA Group's capital and revenue financial statistical returns to Central Government and to the Chartered Institute of Public Finance and Accountancy ensuring they are presented on a consistent basis and allow for any inter group financial transactions.
12. To realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's communities.
13. To realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary cross-department and cross-organisational groups and project teams.

Key Relationships

Accountable to:	Financial Analyst (with a dotted line to the Senior Finance Manager)
Accountable for:	Resources allocated to the role.
Principal contacts:	The Mayor; Mayoral advisers; senior managers of the Authority; London Assembly members; functional bodies of the GLA including Transport for London, the London Fire and Emergency Planning Authority, the Mayor's Office for Policing and Crime, the London Legacy Development Corporation and the Old Oak and Park Royal Development Corporation; London boroughs; the Corporation of London; London Councils; Government Departments; and other external organisations.

PERSON SPECIFICATION

TECHNICAL REQUIREMENTS/EXPERIENCE/QUALIFICATIONS

1. A good working knowledge and understanding of local government finance, budget development and the statutory framework for local authority accounting including collection fund accounting
2. A CCAB qualified or CCAB part qualified accountant
3. A general working knowledge of the national non domestic (business) rates and council tax system.

BEHAVIOURAL COMPETENCIES

Stakeholder Focus

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 3 indicators of effective performance

- Understands diverse stakeholder needs and tailors team deliverables accordingly
- Is a role model to others, encouraging them to think of Londoners first
- Manages stakeholder expectations, so they are high but realistic
- Removes barriers to understanding the needs of diverse stakeholders, including hard to reach groups
- Focuses own and team's efforts on delivering a quality and committed service.

Communicating and Influencing

...is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

Level 3 Indicators of effective performance

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver GLA priorities
- Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
- Advocates positively for the GLA both within and outside the organisation

Planning and Organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 3 indicators of effective performance

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery
- Ensures evaluation processes are in place to measure project benefits
- Gains buy-in and commitment to project delivery from diverse stakeholders
- Implement quality measures to ensure directorate output is of a high standard
- Translates political vision into action plans and deliverables

Problem Solving

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions

Level 3 indicators of effective performance

- Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
- Actively challenges the status quo to find new ways of doing things, looking for good practice
- Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
- Initiates consultation on opportunities to improve work processes
- Supports the organisation to implement innovative suggestions

Responsible Use of Resources

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 2 Indicators of effective performance

- Continually looks for opportunities to work more efficiently and sustainably
- Reduces team impact on the environment by implementing methods for reducing use of, reusing and recycling resources
- Improves local processes to maximise use of resources
- Thinks in terms of maximum efficiency when planning resource allocation
- Implements good practice on efficient use of resources

Organisational Awareness

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 3 Indicators of effective performance

- Uses understanding of differences between the GLA and its partners to improve working relationships
- Helps others understand the GLA and the complex environment in which it operates
- Translates changing political agendas into tangible actions
- Considers the diverse needs of Londoners in formulating GLA objectives
- Helps others understand how the media and external perceptions of the GLA influence work

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

Job Description

Job title: Chief Accountant

Grade: 13 **Post number:** 001088

Directorate: Resources

Unit: Finance & Governance

Job purpose

To manage the GLA's accounting, taxation and exchequer services (provided by a team of staff known as the Technical Team) in the provision of expert financial services for the GLA and its subsidiaries in conformity with statutory requirements and recommended practice.

To add value to the GLA and its subsidiaries through the provision of high quality financial services, including via the accounting service provided to the Treasury function in Group Finance.

Principal accountabilities

1. Lead on the preparation of the GLA's annual accounts and GLA Group summary accounts, to include the London Fire Commissioner (LFC), in liaison with Chief Accountants and Heads of Finance in the functional bodies and other external organisations.
2. Lead on the preparation of the Greater London Authority Holdings Limited's, the GLA Land and Property Limited's (GLAP) and SME Wholesale Finance London Limited's (SMEWFL) accounts.
3. Be responsible for overseeing those elements of the Finance & Governance Unit budget assigned to the Technical Team and provide assurance to colleagues on technical items (for example, IFRS9 and IR35 issues) arising across the GLA's budget.
4. Manage the GLA's in-house and external taxation advisory function in the provision of complex and high-quality advice to senior officers on taxation matters.
5. Ensure that GLAP's liability for Corporation Tax, Stamp Duty, Construction Industry Scheme, VAT and any other taxes and the GLA's liability for any taxes, are accurately calculated and reported to HMRC in a timely manner.
6. Provide high quality technical accounting advice on complex areas to include: the capital programme, projects and new initiatives.
7. Lead on liaison with External Audit on the annual external audit of the GLA, Greater London Authority Holdings Ltd, GLAP and SMEWFL.
8. Liaise closely with the Head of Finance & Governance on the internal audit of accounting, taxation and exchequer services and the production of the Annual Governance Statement.
9. Manage the GLA's shared transactional financial services, including accounts payable, debt collection, payroll and pensions.
10. Client the GLA's shared procurement service.

11. Manage the in-house processing of expenses and any residual exchequer services functions.
12. Develop and manage the GLA's use of its SAP financial system, and in particular ensure that it is fit for purpose for the GLA's changing responsibilities, ensuring that reports and financial information are produced from SAP (and other previous financial regimes) to meet requirements of all internal and external stakeholders.
13. Manage staff and resources allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards and to input at a management level to the development of the finance function.
14. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job and in participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.

Key relationships

Accountable to: Assistant Director, Finance & Governance.

Accountable for: 1x Grade 10, 2 x Grade 8, 3 x Grade 6, taxation advice function.

Principal contacts: All senior finance staff, SAP users, External Audit, Internal Audit, tax advisors, procurement staff and payroll staff.

Person specification

Technical requirements / experience / qualifications

1. Full membership of a professional accountancy body.
2. Substantial knowledge, understanding and experience of closing the accounts of a large public authority.
3. Substantial knowledge, understanding and experience of preparing accounts of a private limited company in accordance with Companies Act legislation and International Financial Reporting Standards (IFRSs) as adopted by the European Union.
4. Good knowledge and understanding of tax legislation
5. Experience of giving high-level professional advice at a senior level and effectively communicating with others through written or oral presentations.

Behavioural competencies

Building and managing relationships

... is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 3 Indicators of effective performance

- Actively engages partners and encourages others to build relationships that support GLA objectives
- Understands and recognises contributions that staff at all levels make to delivering priorities
- Proactively manages partner relationships preventing or resolving any conflict
- Adapts style to work effectively with partners, building consensus, trust and respect

- Delivers objectives by bringing together diverse stakeholders to work effectively in partnership.

Communicating and influencing

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

Level 3 Indicators of effective performance

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver GLA priorities
- Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
- Advocates positively for the GLA both within and outside the organisation

Stakeholder focus

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 3 indicators of effective performance

- Understands diverse stakeholder needs and tailors team deliverables accordingly
- Is a role model to others, encouraging them to think of Londoners first
- Manages stakeholder expectations so they are high but realistic
- Removes barriers to understanding the needs of diverse stakeholders, including hard to reach groups
- Focuses own and team's efforts on delivering a quality and committed service

Decision making

... is forming sound, evidence-based judgements, making choices, assessing risks to delivery and taking accountability for results

Level 3 indicators of effective performance

- Makes sound decisions quickly on behalf of the GLA when a situation requires intervention
- Takes responsibility for team decisions, providing rationale when those decisions are questioned
- Involves senior stakeholders early in decisions that impact them
- Analyses organisational risks associated with decisions, including those with long term impacts, before committing to action
- Encourages others in the team to make decisions in their own area of expertise, take appropriate risks and learn from experience

Problem solving

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions

Level 3 indicators of effective performance

- Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
- Actively challenges the status quo to find new ways of doing things, looking for good practice

- Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
- Initiates consultation on opportunities to improve work processes
- Supports the organisation to implement innovative suggestions

Responsible use of resources

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 3 Indicators of effective performance

- Allocates financial and people resources efficiently to maximise value for team and wider organisation
- Thinks in terms of maximum efficiency when planning resource allocation
- Implements good practice on efficient use of resources
- Monitors financial performance and efficiency of own team, ensuring delivery of work within budget
- Negotiates and manages contracts responsibly across a diverse supplier base.

Organisational awareness

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 3 Indicators of effective performance

- Uses understanding of differences between the GLA and its partners to improve working relationships
- Helps others understand the GLA and the complex environment in which it operates
- Translates changing political agendas into tangible actions
- Considers the diverse needs of Londoners in formulating GLA objectives
- Helps others understand how the media and external perceptions of the GLA influence work

Managing and developing performance

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Level 3 indicators of effective performance

- Motivates and inspires others to perform to their best, recognising and valuing their work and encouraging them to learn and reflect
- Sets clear direction and expectations and enables others to interpret competing priorities
- Agrees and monitors challenging, achievable performance objectives in line with GLA priorities
- Manages performance issues effectively to avoid adverse impact on team morale and performance
- Promotes a positive team culture that respects diversity and deals with barriers to inclusion

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

Job Description

Job title: Governance & Performance Manager

Grade: 9

Directorate: Resources

Unit: Finance & Governance

Job purpose

1. To manage, and report on, corporate governance and corporate performance issues arising in the Authority.
2. To develop the Authority's corporate governance arrangements, including oversight of the decision-making process and updates to the corporate risk register and the Mayor's Scheme of Delegation for the Greater London Authority (GLA).
3. To develop the Authority's corporate performance management regime and to implement the Authority's corporate performance management framework.

Principal Accountabilities

1. Manage corporate governance and corporate performance issues arising in the Authority, taking responsibility for the escalation of issues to senior managers.
2. Manage the agenda, and any issues arising, for the Governance Steering Group, chaired by the Executive Director of Resources.
3. Work with officers across the Authority to improve corporate governance compliance, particularly through adherence to the Mayor's Scheme of Delegation for the GLA (update annually by this post holder) and through the production of high quality decision forms (reviewed by this post holder).
4. Refresh the corporate risk register on a six-monthly basis, liaising with Executive Directors in so doing and ensuring that a high-quality document is presented to the Audit Panel for its consideration.
5. Provide day-to-day oversight on behalf of the GLA of the activities of the LLDC, OPDC and LFC, providing support as required to corporate forums established to monitor the issues arising and updating governance arrangements accordingly.

6. Draft the Mayor's Annual Report in line with Mayoral and statutory requirements.
7. Lead on any forums established at a senior level to monitor corporate performance, submitting papers on corporate performance issues as necessary.
8. Work with officers across the Authority to improve corporate performance monitoring and reporting, including the quarterly reports presented to the Assembly's Budget Monitoring Sub-Committee.
9. Draft, and report on, the set of target outcomes being introduced and covering all of the Authority's main policy areas.
10. Co-ordinate the regular updates to the database held to monitor progress on achieving Mayoral commitments.
11. Ensure that appropriate monitoring arrangements are in place at programme and project level, liaising with senior colleagues in so doing.
12. Be accountable for a range of corporate activities as and when required, focusing on improvements in corporate performance improvement and more efficient and effective ways of working.
13. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary cross-department and cross-organisational groups and task teams.
14. Realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's communities.

Key relationships

Accountable to: Senior Governance Manager

Accountable for: Resources allocated to the role

Principal contacts: GLA staff

Person specification

Technical requirements/experience/qualifications

1. An understanding of public sector corporate governance and corporate performance issues.
2. Experience of undertaking high quality work in a similar environment, operating to tight deadlines.
3. Skills in understanding, interpreting and analysing detailed information.

Behavioural competencies

Building & Managing Relationships

...is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 3 indicators of effective performance

- Actively engages partners and encourages others to build relationships that support GLA objectives
- Understands and recognises the contributions that staff at all levels make to delivering priorities
- Proactively manages partner relationships, preventing or resolving any conflict
- Adapts style to work effectively with partners, building consensus, trust and respect
- Delivers objectives by bringing together diverse stakeholders to work effectively in partnership

Strategic Thinking

...is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 2 indicators of effective performance

- Works with a view to the future, prioritising own and others' work in line with GLA objectives
- Briefs and prepares team to accomplish goals and objectives
- Communicates the GLA's strategic priorities in a compelling and convincing manner, encouraging buy-in
- Balances own team's needs with wider organisational needs
- Identifies synergies between team priorities and other relevant agendas.

Managing and Developing Performance

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Level 3 indicators of effective performance

- Motivates and inspires others to perform to their best, recognising and valuing their work and encouraging them to learn and reflect
- Sets clear direction and expectations and enables others to interpret competing priorities
- Agrees and monitors challenging, achievable performance objectives in line with GLA priorities
- Manages performance issues effectively to avoid adverse impact on team morale and performance
- Promotes a positive team culture that respects diversity and deals with barriers to inclusion

Communicating and Influencing

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

Level 3 indicators of effective performance

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver GLA priorities
- Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
- Advocates positively for the GLA both within and outside the organisation

Planning & Organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 2 indicators of effective performance

- Prioritises work in line with key team or project deliverables
- Makes contingency plans to account for changing work priorities, deadlines and milestones
- Identifies and consults with sponsors or stakeholders in planning work
- Pays close attention to details, ensuring team's work is delivered to a high standard
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

Responding to Pressure and Change

... is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 2 indicators of effective performance

- Maintains a focus on key priorities and deliverables, staying resilient in the face of pressure
- Anticipates and adapts flexibly to changing requirements
- Uses challenges as an opportunity to learn and improve
- Participates fully and encourages others to engage in change initiatives
- Manages team's well-being, supporting them to cope with pressure and change

Responsible use of Resources

...is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 3 indicators of effective performance

- Allocates financial and people resources efficiently to maximise value for team and wider organisation
- Thinks in terms of maximum efficiency when planning resource allocation
- Implements good practice on efficient use of resources
- Monitors financial performance and efficiency of own team, ensuring delivery of work within budget
- Negotiates and manages contracts responsibly across a diverse supplier base

Organisational Awareness

...is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly

Level 3 indicators of effective performance

- Uses understanding of differences between the GLA and its partners to improve working relationships
- Helps other understand the GLA and the complex environment in which it operates
- Translates changing political agendas into tangible actions
- Considers the diverse needs of Londoners in formulating GLA objectives
- Helps others understand how the media and external perceptions of the GLA influence work

Reasonable adjustment

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work

Job Description

Job title: Finance Manager (GLA Group)

Grade: 13 **Post number: GLA102**

Directorate: Resources

Unit: Group Finance

Job purpose

1. To manage and implement the revenue and capital budget development and monitoring process for the GLA Group, maximise the GLA's three main sources of external revenue (retained business rates, council tax and the Crossrail business rate supplement) and be the principal source of advice on local government finance and funding issues.

Principal accountabilities

1. To oversee and manage the budget development and monitoring process for the GLA Group.
2. To negotiate and liaise with the functional bodies at the highest levels to ensure the GLA Group budget is developed in line with the budget guidance and timetable.
3. To lead research on the funding of the functional bodies and prepare policy options, reports, briefings and presentations for the Mayor, Mayoral advisors, Assembly Members and senior managers
4. To act as the GLA's lead officer in relation to the business rates policy and London business rates pool ensuring the GLA's and London business ratepayers interests are represented, that the administrative and accounting arrangements put in place are robust and that the GLA's revenues are maximised.
5. To represent the Authority in negotiations concerning funding and other related local government finance issues with central government and with key stakeholders e.g., functional bodies, London Councils and London boroughs including acting as the authority's lead officer in respect of any reviews of needs and distribution undertaken by the Government in relation to police, fire and GLA funding.
6. To review and develop policy options for the Mayor on short and medium-term deployment of financial resources across and between the functional bodies.
7. To work with the 33 London billing authorities, London Councils and the Department of Communities and Local Government to maximise the GLA's income from business rates, council tax and the Crossrail business rate supplement by setting up appropriate joint projects and undertaking such lobbying as necessary to facilitate this.
8. To provide advice and information in a clear and timely manner to the Mayor, Mayoral advisers, Assembly Members, senior managers of the Authority and the functional bodies and external stakeholders on local government finance and business rates issues.

9. To lead on and contribute to projects requiring a financial input which affect the functional bodies, including provision of support where appropriate to the Scrutiny function of the Authority on investigations and reviews including being the lead responsible financial officer in respect revenues generated in relation to designated areas and Enterprise Zones within the GLA and supporting wider work on the funding of the Crossrail 2 and other key projects.
10. To keep under review Mayoral policy for the Business Rate Supplement (BRS) for Crossrail and manage relationships with London boroughs and the Department of Communities and Local Government in relation to the accounting and administration arrangements for the BRS to ensure that sufficient revenues are raised to repay the GLA's Crossrail relating borrowing
11. To manage and oversee the preparation and submission of GLA Group and GLA financial statistical returns to central government.

Key relationships

Accountable to: Assistant Director, Group Finance

Accountable for

Senior Financial Analyst (Grade 10). Financial Analyst (Grade 9)

Principal contacts: Executive Director of Resources & senior finance staff in the functional bodies, London Councils, relevant Government Departments and the 33 London billing authorities.

Person specification

Technical requirements/experience/qualifications

1. Full membership of a professional accountancy body.
2. Substantial knowledge, understanding and experience of local government finance and budget development.

Behavioural competencies

BUILDING AND MANAGING RELATIONSHIPS

... is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 4 Indicators-of-effective performance

- Identifies and engages a diverse range of influential contacts within stakeholder and community groups, and partner organisations
- Builds alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights
- Actively challenges and addresses 'silo attitudes' to encourage effective relationship building inside and outside the GLA
- Understands the complexities of political dynamics and uses this to manage relationships and resolve conflict effectively
- Identifies clear win-win situations with external partners

COMMUNICATING AND INFLUENCING

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

Level 4 Indicators of effective performance

- Articulates self with credibility and conviction, encouraging buy-in to corporate position
- Influences the thinking of other organisations, encouraging them to deliver in line with the GLA
- Ensures that the organisation communicates inclusively with staff and external stakeholders
- Acts as a credible and convincing spokesperson and negotiator for the GLA

STRATEGIC THINKING

... is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 4 Indicators of effective performance

- Develops a positive and compelling vision of London's future potential, demonstrating confidence in the strategic direction of the GLA
- Translates an understanding of the complex and diverse threats and issues facing London into positive action
- Proactively involves partners in strategic thinking, incorporating their views into plans and working with them to align strategic priorities
- Sets organisational priorities by identifying where time and investment is needed most
- Generates and leads strategic initiatives that reflect the GLA's position as a regional authority

STAKEHOLDER FOCUS

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 4 indicators of effective performance

- Adapts objectives and the GLA's public facing position based on the context behind stakeholder needs and requests
- Builds the GLA's reputation as an organisation committed to meeting the needs of Londoners
- Manages partner organisations' and Londoners' expectations of the GLA by anticipating and influencing changing priorities
- Builds the confidence of staff, partner organisations and Londoners by ensuring the GLA delivers quality work

DECISION MAKING

... is forming sound, evidence-based judgements, making choices, assessing risks to delivery and taking accountability for results

Level 4 indicators of effective performance

- Makes difficult decisions for the long term benefit of the organisation
- Presents and instils confidence in strategic decision-making
- Consults stakeholders early in critical organisation-wide decisions

- Stands by the decisions and actions of the GLA
- Accepts and promotes accountability for the GLA's decision making
- Ensures the organisation balances effective risk management with the need for timely actions

PROBLEM SOLVING

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions

Level 4 indicators of effective performance

- Seeks multiple perspectives to understand the breadth and depth of complex issues
- Produces strategies to solve organisation-wide problems, considering the practical and political concerns associated with the implementation of solutions
- Enables the GLA to continuously improve and innovate in the long term
- Problem solves jointly with others to stimulate innovation
- Turns ambiguous or difficult situations into opportunities

RESPONSIBLE USE OF RESOURCES

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 4 Indicators of effective performance

- Explores different options for funding and income generation
- Sets budgets, understanding current costs and challenging teams to deliver greater efficiency
- Monitors resource allocation across the organisation, ensuring the GLA works within budget and resources
- Ensures the GLA procures and uses resources fairly and responsibly and with regard for environmental efficiencies
- Leads initiatives to identify and deliver efficiencies across the GLA Group and through partnership working

ORGANISATIONAL AWARENESS

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 4 Indicators of effective performance

- Focuses on the needs of Londoners, promoting organisational awareness of how they impact GLA priorities
- Anticipates and responds appropriately and professionally to political pressure, inspiring confidence and trust from politicians
- Shapes senior stakeholders' perceptions of the GLA, using their influence to support the GLA agenda
- Influences Londoners' perceptions of the GLA, using the Media where appropriate
- Leads the organisation by setting the highest standard in upholding integrity and ethical behaviour

MANAGING AND DEVELOPING PERFORMANCE

...is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Level 4 indicators of effective performance

- Creates an organisation that learns from experience
- Sets clear organisational objectives, cascading challenging yet achievable deliverables
- Identifies strategic level performance indicators and communicates these clearly
- Leads and sets an example for desired behaviour and performance for GLA staff
- Instils a culture of high performance and outstanding results where staff
- are encouraged to perform to their best

Job Description

Job title:	Senior Finance Officer	
Grade:	6	Post number: 000087; 001092
Directorate:	Resources	
Unit:	Finance & Governance	

Job purpose

To undertake a financial and administrative support role across the full range of the Authority's financial functions.

Principal accountabilities

1. Support senior finance staff in the processing of information and reports for the accountancy and exchequer functions.
2. Carry out a variety of accountancy tasks, to include inter alia, posting journals, processing expenses claims, raising sales invoices, running systems reports, collating and analysing data for Freedom of Information requests and statistical returns.
3. Provide routine advice and information to staff on finance issues.
4. Handle enquiries from internal staff and undertake administrative duties.
5. Support the annual GLA Group budget setting process.
6. Provide support to the link accountants in their role of providing financial advice and a budget monitoring service to GLA directorates.
7. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary cross-department and cross-organisational groups and task teams.
8. Realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's communities.

Key relationships

Accountable to:	Chief Accountant
Accountable for:	Resources allocated to the job
Principal contacts:	GLA staff

Person specification

Technical requirements/experience/qualifications

1. Understanding of financial practices and procedures.
2. Numerical skills appropriate to the need to undertake analysis of financial data.
3. Experience of working with financial systems.
4. Ability to use standard office software applications, including Word and Excel, in a financial environment

Behavioural competencies

Stakeholder focus

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 1 indicators of effective performance

- Listens to understand requirements without making assumptions
- Demonstrates an enthusiastic and 'can do attitude' to all requests
- Provides timely, accurate and personalised responses
- Provides a polite and helpful first point of contact for stakeholders
- Learns from feedback to improve personal service to others

Managing and developing performance

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Level 1 indicators of effective performance

- Keeps up to date with new processes and information in own role
- Seeks opportunities to develop, taking responsibility for own personal development plan
- Takes a methodical and consistent approach to completing work in line with personal objectives

Planning and organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 2 indicators of effective performance

- Prioritises work in line with key team or project deliverables
- Makes contingency plans to account for changing work priorities, deadlines and milestones
- Identifies and consults with sponsors or stakeholders in planning work

- Pays close attention to detail, ensuring team's work is delivered to a high standard
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

Problem solving

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions

Level 1 indicator of effective performance

- Breaks down work issues, seeking further information if necessary
- Provides workable solutions to solve immediate work problems
- Makes suggestions and implements improvements to personal work processes
- Actively supports new initiatives and tries different ways of doing things
- Learns from others' experiences

Responsible use of resources

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 1 indicators of effective performance

- Demonstrates awareness of the GLA's commitment to value for money and responsible use of resources
- Works independently using own time and that of others effectively
- Takes action to avoid unnecessary waste and cost
- Reduces personal impact on the environment by reducing use of, reusing and recycling resources
- Shows understanding of relevant budgets and how they apply in own work environment

Organisational awareness

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly

Level 1 indicators of effective performance

- Understands the structure and statutory responsibilities of the GLA
- Understands how own role and work contributes to team and organisational objectives
- Understands the role of the GLA, the Mayor and the Assembly in relation to Londoners
- Is sensitive to the culture and political context of the GLA and uses it to work effectively
- Treats GLA information as sensitive and confidential

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

Job Description

Job title: Senior Governance Manager

Grade: 12

Directorate: Resources

Unit: Finance & Governance

Job purpose

To be the senior manager responsible for the provision of high quality services in the following three areas:

- Corporate Performance;
- Corporate Governance; and
- Information Governance.

Principal Accountabilities

1. Oversee governance and performance issues arising in the Authority, providing leadership in those areas and escalating sensitive or complex issues to Executive Directors and the Mayoral team, including the Mayor's Chief of Staff.
2. Act as a substitute for the Head of Finance & Governance on governance and performance issues, when required.
3. Maintain oversight of the work of the Information Governance Team, flagging issues to the Head of Finance & Governance as they arise and offering solutions to challenging Freedom of Information and Data Protection cases.
4. Ensure that corporate performance arrangements are functioning well, in so doing liaising effectively with the Mayor's Chief of Staff, the Mayor's Director of Policy and Executive Directors.
5. Take a pro-active approach to corporate governance, highlighting any gaps in the Authority's approach on a risk assessed basis and ensuring that best practice is followed as far as practicable.
6. Appear before Assembly committees to answer questions on governance and performance issues, adopting a professional and positive approach in so doing.

7. Be accountable for a range of corporate activities as and when required, focusing on improvements in corporate performance improvement and more efficient and effective ways of working.
8. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary cross-department and cross-organisational groups and task teams.
9. Realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's communities.

Key relationships

Accountable to: Assistant Director, Finance & Governance

Accountable for: Corporate Performance Manager, Corporate Governance Manager and Information Governance Manager

Principal contacts: GLA staff

Person specification

Technical requirements/experience/qualifications

1. Experience of governance and performance issues at a senior level.
2. An in-depth understanding of public sector governance and performance issues.
3. An ability to manage staff so as to get the best outcomes for the Authority.
4. Skills in assimilating complex information quickly and relaying it to others.

Behavioural competencies

Building & Managing Relationships

...is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 4 indicators of effective performance

- Identifies and engages a diverse range of influential contacts within stakeholder and community groups, and partner organisations
- Builds alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights

- Actively challenges and addresses 'silo attitudes' to encourage effective relationship building inside and outside the GLA
- Understands the complexities of political dynamics and uses this to manage relationships and resolve conflict effectively
- Identifies clear win-win situations with external partners.

Strategic Thinking

...is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 4 indicators of effective performance

- Develops a positive and compelling vision of London's future potential, demonstrating confidence in the strategic direction of the GLA
- Translates an understanding of the complex and diverse threats and issues facing London into positive action
- Proactively involves partners in strategic thinking, incorporating their views into plans and working with them to align strategic priorities
- Sets organisational priorities by identifying where time and investment is needed most
- Generates and leads strategic initiatives that reflect the GLA's position as a regional authority.

Managing and Developing Performance

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Level 4 indicators of effective performance

- Creates an organisation that learns from experience
- Sets clear organisational objectives, cascading challenging yet achievable deliverables to directorates
- Identifies strategic level performance indicators and communicates these clearly
- Leads and sets an example for desired behaviour and performance for GLA staff
- Instils a culture of high performance and outstanding results where staff are encouraged to perform to their best.

Communicating and Influencing

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

Level 4 indicators of effective performance

- Articulates self with credibility and conviction, encouraging buy-in to corporate position
- Influences the thinking of other organisations, encouraging them to deliver in line with the GLA

- Ensures that the organisation communicates inclusively with staff and external stakeholders
- Acts as a credible and convincing spokesperson and negotiator for the GLA
- Instils a corporate commitment to accessible communication.

Planning & Organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 3 indicators of effective performance

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery
- Ensures evaluation processes are in place to measure project benefits
- Gains buy-in and commitment to project delivery from diverse stakeholders
- Implements quality measures to ensure directorate output is of a high standard
- Translates political vision into action plans and deliverables.

Responding to Pressure and Change

... is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 3 indicators of effective performance

- Clarifies direction and adapts to changing priorities and uncertain times
- Minimises the pressure of change for the directorate, lessening the impact for the team
- Uses change as an opportunity to improve ways of working, encouraging others' buy-in
- Keeps staff motivated and engaged during times of change, promoting the benefits
- Takes ownership for communicating change initiatives clearly, ensuring smooth implementation.

Responsible use of Resources

...is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 4 indicators of effective performance

- Explores different options for funding and income generation
- Sets budgets, understanding current costs and challenging teams to deliver greater efficiency
- Monitors resource allocation across the organisation, ensuring the GLA works within budget and resources
- Ensures the GLA procures and uses resources fairly and responsibly and with regard for environmental efficiencies
- Leads initiatives to identify and deliver efficiencies across the GLA Group and through partnership working.

Organisational Awareness

...is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly

Level 4 indicators of effective performance

- Focuses on the needs of Londoners, promoting organisational awareness of how they impact GLA priorities
- Anticipates and responds appropriately and professionally to political pressure, inspiring confidence and trust from politicians
- Shapes senior stakeholders' perceptions of the GLA, using their influence to support the GLA agenda
- Influences Londoners' perceptions of the GLA, using the Media where appropriate
- Leads the organisation by setting the highest standard in upholding integrity and ethical behaviour.

Reasonable adjustment

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work

Job Description

Job title: Accountant

Grade: 8

Post number: TBC

Directorate: Resources

Unit: Finance & Governance

Job purpose

1. To undertake a range of accountancy and finance work in support of the Authority's Group Treasury Operations function. Serving the Greater London Authority (GLA), London Finance Commission LFC, London Legacy Development Corporation (LLDC), Old Oak and Park Royal Development Corporation (OPDC), London Pensions Fund Authority (LPFA), Mayor's Office for Policing & Crime (MOPAC) and London Boroughs.
2. To provide other accountancy and finance support as directed by the Chief Accountant.

Principal accountabilities

1. To reconcile the Authority's external fund manager accounts with the custodian accounts and SAP, reporting any issues to the Chief Accountant.
2. To ensure that Treasury payment instructions are set up by Transport for London (TfL) Financial Services Centre (FSC), ensuring the timely settlement of all treasury transactions and maintaining accurate, secure and up-to-date documentation and records in relation to all treasury transactions and activities, including the sending and receipt of treasury confirmations.
3. To establish strong and effective relations with the Authority's Custodian and be able to interrogate information supplied to ensure accurate and timely accounting information is produced for senior management.
4. To discharge the role of financial accountant in respect of the above, including resolving relevant queries from internal and external audit, provision of financial information to Group Investment Syndicate (GIS) members as specified, the completion of statutory returns and the provision of relevant information to the Financial Conduct Authority.
5. To be responsible for the administration of the Authority's Corporate Credit Card Programme.
6. To provide other accountancy and finance support as directed by the Chief Accountant.

7. To realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary cross-department and cross-organisational groups and task teams.
8. To realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's communities.

Key relationships

Accountable to: Chief Accountant

Accountable for: Resources allocated to the job

Principal contacts: GLA Treasury team, GLA staff shared service participants, Financial Conduct Authority, the Authority's Custodian

Person specification

Technical requirements/experience/qualifications

1. Qualified or part-qualified accountant actively studying with passes at the intermediate level.
2. An understanding of local government finance and the statutory framework for local authority accounting.
3. Experience of successful preparation of budgets, final accounts and reports.
4. Experience of working with accounting systems and proficiency in Excel.

Behavioural competencies

Stakeholder focus

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 2 indicators of effective performance

- Seeks to understand requirements, gathering extra information when needs are not clear
- Presents the GLA positively by interacting effectively with stakeholders
- Delivers a timely and accurate service
- Understands the differing needs of stakeholders and adapts own service accordingly
- Seeks and uses feedback from a variety of sources to improve the GLA's service to Londoners

Managing and developing performance

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Level 2 indicators of effective performance

- Seeks opportunities to develop professional skills and knowledge and encourages team to do so.
- Ensures own and others' workloads are realistic and achievable
- Provides staff with clear direction and objectives, ensuring they understand expectations
- Recognises achievements and provides constructive feedback and guidance
- Gives staff autonomy and confidence to perform well and to their potential

Planning and organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 2 indicators of effective performance

- Prioritises work in line with key team or project deliverables
- Makes contingency plans to account for changing work priorities, deadlines and milestones
- Identifies and consults with sponsors or stakeholders in planning work
- Pays close attention to detail, ensuring team's work is delivered to a high standard
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

Problem solving

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions

Level 2 indicators of effective performance

- Processes and distils a variety of information to understand a problem fully
- Proposes options for solutions to presented problems
- Builds on the ideas of others to encourage creative problem solving
- Thinks laterally about own work, considering different ways to approach problems
- Seeks the opinions and experiences of others to understand different approaches to problem solving

Responsible use of resources

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 2 Indicators of effective performance

- Continually looks for opportunities to work more efficiently and sustainably
- Reduces team impact on the environment by implementing methods for reducing use of, reusing and recycling resources
- Improves local processes to maximise use of resources
- Monitors and stays within budget at all times

Organisational awareness

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 2 Indicators of effective performance

- Challenges unethical behaviour
- Uses understanding of the GLA's complex partnership arrangements to deliver effectively

- Recognises how political changes and sensitivities impact on own and team's work
- Is aware of the changing needs of Londoners, anticipating resulting changes for work agendas
- Follows the GLA's position in the media and understands how it impacts on work

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

Job Description

Job Title: Finance Manager

Grade: 12 **Post Number:** 002163

Directorate: Resources

Unit : Financial Services

Job Purpose

To lead, manage and co-ordinate the overall management accounting and finance advice function, and deputise for the Head of Financial Services. To account for, and provide lead financial management support to, the Authority's £0.4bn pa Revenue Budget.

Principal Accountabilities

1. To lead, manage and co-ordinate the management accounting and finance advice function. This to include the allocation of work to, and ensure deadlines are met by, Business Accountants. Also, to manage the quality of the provision of financial advice, information and support to GLA Directorates.
2. To prepare the Authority's £0.4bn pa Revenue Budget, including supporting the Authority's efficiency review programme and budget development process. To prepare the revenue aspects of the GLA Budget. To advise the Executive Director of Resources and other senior finance staff on all aspects of the GLA's Budget. To prepare reports for the Mayor, Assembly and senior officers on all aspects of the Budget.
3. To ensure that revenue budget monitoring information is produced in a user-friendly, regular and timely fashion to support decision-making across the Authority. To ensure that an appropriate level of challenge is made by Business Accountants to Budget Holders so that monitoring information is accurate and realistic.
4. To ensure that the Revenue Budget is maintained on the accounting system so that it is up to date and meets the needs of Budget Holders. To ensure feeder systems are integrated with the accounting system so that consistent information is available. To act as 'gate-keeper' to the GLA's accounting system.
5. To lead on the development of the unit and on the provision of financial support for Elections.

6. To advise senior non-finance GLA staff on the GLA's Revenue Budget process and prepare reports, analyses and briefings for these senior managers in the Authority on a wide range of financial issues.
7. To develop the Authority's financial standing orders and regulations, along with detailed finance manuals and procedures.
8. To liaise with other senior staff in the Finance Unit to ensure that Business Accountant support is deployed as necessary to ensure other key tasks, such as closing the accounts, are completed on time.
9. To manage staff and resources allocated to the job in accordance with the Authority's policies and Codes of Ethics and Standards and to input to the development of the finance function.
10. To realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job and participating in multi-disciplinary, cross departmental and cross-organisational groups and project teams.

Key relationships

Accountable to: Head of Financial Services

Accountable for: 1 x Accountant (grade 9)
7 x Accountant (grade 8)

Principal contacts: Mayor, Assembly Members and the most senior GLA staff, including the Head of Paid Service, Executive Directors and Assistant Directors.

Person specification

Technical competencies

1. A good working knowledge and understanding of local government finance and the statutory framework for local authority accounting.
2. A CCAB qualified accountant.
3. Extensive experience of managing a major finance functions in a public sector organisation.

Behavioural competencies

Stakeholder focus

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 3 indicators of effective performance

- Understands diverse stakeholder needs and tailors team deliverables accordingly

- Is a role model to others, encouraging them to think of Londoners first
- Manages stakeholder expectations, so they are high but realistic
- Removes barriers to understanding the needs of diverse stakeholders, including hard to reach groups
- Focuses own and team's efforts on delivering a quality and committed service.

Managing and developing performance

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Level 3 indicators of effective performance

- Motivates and inspires others to perform to their best, recognising and valuing their work and encouraging them to learn and reflect
- Sets clear direction and expectations and enables others to interpret competing priorities
- Agrees and monitors challenging, achievable performance objectives in line with GLA priorities
- Manages performance issues effectively to avoid adverse impact on team morale and performance
- Promotes a positive team culture that respects diversity and deals with barriers to inclusion

Planning and organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 3 indicators of effective performance

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery
- Ensures evaluation processes are in place to measure project benefits
- Gains buy-in and commitment to project delivery from diverse stakeholders
- Implement quality measures to ensure directorate output is of a high standard
- Translates political vision into action plans and deliverables

Problem solving

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions

Level 3 indicators of effective performance

- Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
- Actively challenges the status quo to find new ways of doing things, looking for good practice
- Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
- Initiates consultation on opportunities to improve work processes
- Supports the organisation to implement innovative suggestions

Responsible use of resources

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 3 Indicators of effective performance

- Allocates financial and people resources efficiently to maximise value for team and wider organisation
- Thinks in terms of maximum efficiency when planning resource allocation
- Implements good practice on efficient use of resources
- Monitors financial performance and efficiency of own team, ensuring delivery of work within budget
- Negotiates and manages contracts responsibly across a diverse supplier base

Organisational awareness

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 3 Indicators of effective performance

- Uses understanding of differences between the GLA and its partners to improve working relationships
- Helps others understand the GLA and the complex environment in which it operates
- Translates changing political agendas into tangible actions
- Considers the diverse needs of Londoners in formulating GLA objectives
- Helps others understand how the media and external perceptions of the GLA influence work

Communicating and influencing

...is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

Level 3 Indicators of effective performance

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver GLA priorities
- Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
- Advocates positively for the GLA both within and outside the organisation

Decision making

...is forming sound, evidence-based judgments, making choices, assessing risks to delivery and taking accountability for results.

Level 3 Indicators of effective performance

- Makes sound decisions quickly on behalf of the GLA when a situation requires intervention

- Takes responsibility for team decisions, providing rationale when those decisions are questioned
- Involves senior stakeholders early in decisions that impact them
- Analyses organisational risks associated with decisions, including those with long term impacts, before committing to action
- Encourages others in the team to make decisions in their own area of expertise, take appropriate risks and learn from experience

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

JOB DESCRIPTION

Job title: Finance Manager (Housing & Development)

Grade: 12

Post Number: GLA2164

Directorate: Resources

Unit/Team: Financial Services Unit / Housing & Development Team

Job Purpose

To lead on:

- Providing high quality financial support across all aspects of the work of the GLA's Housing & Land directorate;
- Preparing and monitoring the Authority's capital programme and budget; and
- Updating financial forecasts for the GLA trading company, GLA Land and Property Limited (GLAP).

Principal Accountabilities

1. To lead on preparing and monitoring the Authority's capital programme, including details of capital funding sources.
2. To oversee maintenance of the capital programme on the accounting system so that it is up-to-date and meets the needs of project managers and to ensure that feeder systems are integrated into the accounting system to enable consistent information to be made available.
3. To oversee the provision of financial support relating to the GLA's land and property portfolio.
4. To liaise with the Treasury Team to agree the Authority's capital accounting policies and ensure that they are implemented fully and in accordance with best practice.
5. To liaise with the Chief Accountant to close the Authority's capital accounts and prepare the capital aspects of the GLA's accounts and, in so doing, to liaise with the auditors as appropriate and necessary.
6. To provide detailed technical accounting advice and commercial advice on all aspects of the Authority's varied and complex portfolio of capital assets and liabilities, financial instruments and contingent assets and liabilities.
7. To lead on arranging and advising on land and property valuations for statutory accounting purposes and provide accurate forecasting of income and expenditure, based on these valuations, to enable the Authority to meet its medium to long-term obligations and maximise the return on its assets.

8. To be responsible for the Fixed Asset Register (FAR) and oversee reconciliations of the FAR to the General Ledger.
9. To manage staff to co-ordinate their activities so as to ensure the timely delivery of financial advice and other pieces of work.
10. To complete all other reasonable tasks, as directed, in order to fulfil this role.
11. Realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's communities.
12. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams

Key relationships

Accountable to: Head of Financial Services

Accountable for: 1x Senior Accountant; 2x Accountant

Principal contacts: GLA staff

Person Specification

Technical requirements/experience/qualifications

1. Professional finance qualification; CCAB recognised, CIMA or international equivalent.
2. Substantial knowledge and understanding of public sector finance and of the statutory framework for local authority accounting.
3. A proven track record of undertaking complex financial analysis, including assessment of forecasted budgets, and providing financial advice in a comparable organisation to ensure value for money and probity.
4. Experience of managing, maintaining and developing accounting and project management systems.
5. Ability to identify and implement improvements to deliver quality services and establish best practice through on-going process review.

Behavioural Competencies

COMMUNICATING AND INFLUENCING

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

Why is it important?

So that we can effectively engage our diverse audience - colleagues, external partners and Londoners - and ensure they understand, respond to what we do and help us to deliver.

Level 3

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver GLA priorities
- Synthesises the competing viewpoints of others, recognises where compromise is necessary and brokers agreement
- Advocates positively for the GLA both within and outside the organisation

STAKEHOLDER FOCUS

...is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 3

- Understands diverse stakeholder needs and tailors team deliverables
- accordingly
- Is a role model to others, encouraging them to think of Londoners first
- Manages stakeholder expectations, so they are high but realistic
- Removes barriers to understanding the needs of diverse stakeholders, including hard to reach groups
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BUILDING AND MANAGING RELATIONSHIPS

... is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Why is it important?

Having good working relationships with colleagues and effective alliances with external partners will help create an organisation people want to work with, enabling more effective delivery of the organisation's strategic priorities.

Level 3

- Actively engages partners and encourages others to build relationships that support GLA objectives
- Understands and recognises the contributions that staff at all levels make to delivering priorities
- Proactively manages partner relationships, preventing or resolving any conflict
- Adapts style to work effectively with partners, building consensus, trust and respect
- Delivers objectives by bringing together diverse stakeholders to work effectively in partnership

STRATEGIC THINKING

...is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 3

- Translates GLA vision and strategy into practical and tangible plans for own team or delivery partners
- Consistently takes account of the wider implications of team's actions for the GLA
- Encourages self and others to think about organisation's long-term potential
- Informs strategy development by identifying gaps in current delivery or evidence
- Takes account of a wide range of public and partner needs to inform team's work.

MANAGING AND DEVELOPING PERFORMANCE

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Why is it important?

We want to perform at the highest standard to deliver the GLA's objectives. This means encouraging everyone to use their skills and knowledge in the most effective way and develop to their full potential.

Level 3

- Motivates and inspires others to perform to their best, recognising and valuing their work and encouraging them to learn and reflect
- Sets clear direction and expectations and enables others to interpret competing priorities
- Agrees and monitors challenging, achievable performance objectives in line with GLA priorities

PLANNING AND ORGANISING

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Why is it important?

Success is measured by results. We will be judged by our ability to turn ideas and opportunities into concrete actions, working in partnership with others to deliver clear outcomes for Londoners in priority areas.

Level 3

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery.
- Ensures evaluation processes are in place to measure project benefits.
- Gains buy-in and commitment to project delivery from diverse stakeholders.
- Implements quality measures to ensure directorate output is of a high standard.
- Translates political vision into action plans and deliverables.

ORGANISATIONAL AWARENESS

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Why is it important?

We are a high profile organisation, balancing statutory responsibilities with different demands and agendas. Our decisions can have wide repercussions on Londoners and beyond so we need to be able to navigate carefully and sensitively.

Level 3

- Uses understanding of differences between the GLA and its partners to improve working relationships.
- Helps others understand the GLA and the compel environment in which it operates.
- Translates changing political agendas into tangible actions.
- Considers the diverse needs of Londoners in formulating GLA objectives.
- Helps others understand how the media and eternal perceptions of the GLA influence work.

RESPONDING TO PRESSURE AND CHANGE

... is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Why is it important?

We operate in a challenging social, economic and political context that is constantly changing. We need to respond to this positively and resiliently to ensure we continue to meet the needs and expectations of Londoners.

Level 3

- Clarifies direction and adapts to changing priorities and uncertain times
- Minimises the pressure of change for the directorate, lessening the impact for the team.
- Uses change as an opportunity to improve ways of working, encouraging others' buy-in.
- Keeps staff motivated and engaged during times of change, promoting the benefits.
- Takes ownership for communicating change initiatives clearly, ensuring smooth implementation.

Reasonable adjustments

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

Working pattern

From time to time, the post holder may be required to work outside of normal hours to meet key deadlines.

Job Description

Job title: **Group Treasury Officer**

Grade: **8**
Indicative

Directorate: **Resources**

Unit: **Group Finance**

Job purpose

1. To undertake an operational treasury role within the Authority's Group Treasury function, serving the GLA, MOPAC, LFEPA, LLDC and LPFA.
2. Implement the relevant treasury management strategies and manage group cash balances on a daily basis
3. Assist the Chief Investment Officer in the preparation of a business case for a restructuring of the Group Investment Syndicate in order to facilitate pooled investment with an expanded range of participants.

Principal accountabilities

1. Implement the treasury strategies of the GLA and shared service participants under the direction of the Senior Group Treasury Officer – Operations and the Chief Investment Officer. Proactively analyse the risks and cash flow implications of decisions taken within delegated limits and suggest improvements to operation and tactical approaches.
2. Assist the Senior Group Treasury Officer – Operations in the effective management of relationships and service contracts with brokers, custodians, bankers and exchequer providers in respect of market operations, BACS, CHAPS and international payments and corporate credit cards.
3. Handle enquiries, provide high-quality, technical advice and information to GLA and shared service participant staff on all treasury matters.
4. Collate information from and maintain relationships with GLA departments, shared service participants and their supporting accountants for the purposes of forming accurate cash flow forecasts to inform investment and borrowing decisions.
5. Take ownership and responsibility for operational data feeding into team performance and compliance reports, statutory returns and final accounts, carrying out detailed reconciliations in a timely and accurate manner, and producing working papers as required.
6. Represent the team as principal contact for external relationships with designated shared service clients and financial services providers; assume responsibility for relevant negotiations and advice given.
7. Develop and maintain networks and relationships within relevant markets (including with other public sector treasury functions) in order to identify investment and borrowing opportunities; Represent the GLA at the relevant industry forums.
8. Support the Group Treasury team's input to the annual GLA Group budget setting process.

9. Assist the Senior Group Treasury Officer – Operations the collection and redistribution of Precepts, Business Rates Supplement, Retained Business Rates and other income from the London Boroughs and others and support all related activities, calculations and reconciliations
10. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary cross-department and cross-organisational groups and task teams.
11. Undertake the role in accordance with the Authority's policies and Code of Ethics and Standards and to input to the development of the finance function.

Key relationships

Accountable to: Chief Investment Officer and Senior Group Treasury Officer - Operations

Accountable for: Resources allocated to the job

Principal contacts: GLA staff, shared service participants, external advisors, financial markets counterparties

PERSON SPECIFICATION

TECHNICAL REQUIREMENTS/EXPERIENCE/QUALIFICATIONS

- 1 At least 2 years experience of and a proven track record of success in, treasury management functions in a comparable high profile organisation.**
- 2 A high level of technical treasury knowledge**
Typical Indicators
 - Professional treasury or finance qualification (AMCT or CCAB preferred)
 - Competence in core financial mathematics – discounted cash flows (Including NPV and EIR/IRR), simple and compound interest, annuities, exponentiation, time series
 - Knowledge of investment and borrowing risks and risk management strategies
- 3 Ability to analyse and present in a clear and logical way complex financial information accurately, with a successful track record of giving professional advice to staff at all levels of an organisation in written and verbal formats.**
- 4 Evidence of successful preparation of budgets, final accounts and reports**
- 5 Experience of reviewing, developing and operating financial controls and procedures and recommending changes**
- 6 Experience of working with financial systems and relevant office software**

Typical Indicators

- Experience with one or more of: accounting software (e.g. SAP or Oracle), financial data systems (e.g. Reuters or Bloomberg), treasury management or trading systems
- Experience of working with complex models in Excel
- Experience of using Word and Outlook
- Experience of preparing presentations in PowerPoint

BEHAVIOURAL COMPETENCIES

Stakeholder Focus

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 2 indicators of effective performance

- Seeks to understand requirements, gathering extra information when needs are not clear
- Presents the GLA positively by interacting effectively with stakeholders
- Delivers a timely and accurate service
- Understands the differing needs of stakeholders and adapts own service accordingly
- Seeks and uses feedback from a variety of sources to improve the GLA's service to Londoners

Managing and Developing Performance

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Level 2 indicators of effective performance

- Seeks opportunities to develop professional skills and knowledge and encourages team to do so.

- Ensures own and others' workloads are realistic and achievable
- Provides staff with clear direction and objectives, ensuring they understand expectations
- Recognises achievements and provides constructive feedback and guidance
- Gives staff autonomy and confidence to perform well and to their potential

Planning and Organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 2 indicators of effective performance

- Prioritises work in line with key team or project deliverables
- Makes contingency plans to account for changing work priorities, deadlines and milestones
- Identifies and consults with sponsors or stakeholders in planning work
- Pays close attention to detail, ensuring team's work is delivered to a high standard
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

Problem Solving

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions

Level 2 indicator of effective performance

- Processes and distils a variety of information to understand a problem fully
- Proposes options for solutions to presented problems
- Builds on the ideas of others to encourage creative problem solving
- Thinks laterally about own work, considering different ways to approach problems
- Seeks the opinions and experiences of others to understand different approaches to problem solving

Responsible Use Of Resources

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 2 indicators of effective performance

- Continually looks for opportunities to work more efficiently and sustainably
- Reduces team impact on the environment by implementing methods for reducing use of, reusing and recycling resources
- Improves local processes to maximise use of resources
- Monitors and stays within budget at all times

Organisational Awareness

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly

Level 2 indicators of effective performance

- Challenges unethical behaviour
- Uses understanding of the GLA's complex partnership arrangements to deliver effectively
- Recognises how political changes and sensitivities impact on own and team's work
- Is aware of the changing needs of Londoners, anticipating resulting changes for work agendas
- Follows the GLA's position in the media and understands how it impacts on work

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

JOB DESCRIPTION

Job title: Senior Accountant (Corporate)

Post Number: GLA3367

Grade: 10

Directorate: Resources

Unit/Team: Financial Services Unit / Corporate Team

Job Purpose

To support senior managers in delivering their budget responsibilities. The postholder will be required to present financial data to non-financial stakeholders so as to ensure robust financial management of each business area.

To support the Finance Manager (Corporate) in the provision of high quality financial advice and accurate and timely financial information to senior managers through effective day-to-day management and co-ordination of the Corporate Team.

To take responsibility for financially significant and technically complex areas of the budget, as specified, and to lead and participate in cross-cutting projects which arise.

Principal Accountabilities

1. To deputise for the Finance Manager (Corporate) when necessary.
2. To support the development and implementation of budget plans across GLA directorates, within legislative requirements and in compliance with the organisation's policies and regulations.
3. To identify financial issues within the GLA that require attention and assist in the successful resolution of areas of financial risk and concern.
4. To support the Finance Manager (Corporate) in the development and delivery of a corporate financial service to the GLA.
5. To contribute to corporate areas of activity, including cross-departmental projects, as required from time-to-time.
6. To ensure financial information is provided as required in accordance with the agreed format and timelines.
7. To manage staff to co-ordinate their activities so as to ensure the timely delivery of financial advice and other pieces of work.
8. To complete all other reasonable tasks, as directed, in order to fulfil this role.

Key relationships

Accountable to: Finance Manager (Corporate)

Accountable for: 3x Accountant; 1x Finance Officer

Principal contacts: GLA staff

Person Specification

Technical requirements/experience/qualifications

1. Professional finance qualification; either CCAB recognised, CIMA or international equivalent.
2. Substantial knowledge and understanding of public sector finance and of the statutory framework for local authority accounting.
3. A proven track record of undertaking complex financial analysis, including assessment of forecasted budgets, and providing financial advice in a comparable organisation to ensure value for money and probity.
4. Experience of managing, maintaining and developing accounting and project management systems.
5. Ability to identify and implement improvements to deliver quality services.
6. Ability to establish best practice through on-going process review.
7. Self-starter with ability to work on own initiative.

Behavioural Competencies

COMMUNICATING AND INFLUENCING

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

Why is it important?

So that we can effectively engage our diverse audience - colleagues, external partners and Londoners - and ensure they understand, respond to what we do and help us to deliver.

Level 3

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver GLA priorities
- Synthesises the competing viewpoints of others, recognises where compromise is necessary and brokers agreement
- Advocates positively for the GLA both within and outside the organisation

STAKEHOLDER FOCUS

...is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 3

- Understands diverse stakeholder needs and tailors team deliverables accordingly
- Is a role model to others, encouraging them to think of Londoners first
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Reasonable adjustments

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Working pattern

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JOB DESCRIPTION

Job title: Senior Accountant (Technical)

Grade: 10

Post Number: GLA3368

Directorate: Resources

Unit/Team: Financial Services Unit / Technical Team

Job Purpose

To support the Chief Accountant at a senior level in managing the GLA's accounting, taxation and exchequer services in the provision of expert financial services for the GLA and GLA subsidiaries in conformity with statutory and recommended practice.

Principal Accountabilities

1. To deputise for the Chief Accountant.
2. To support the preparation of the annual accounts for the Greater London Authority (GLA), GLA Group, Greater London Authority Holdings Limited and GLA Land and Property Limited (GLAP) and, in so doing, to liaise with the auditors.
3. To support the work of the GLA's in-house and external taxation advisory function in the provision of complex and high quality advice and to ensure that the GLA's and GLAP's tax liabilities are accurately calculated and reported to HMRC in a timely manner.
4. To provide high quality technical accounting advice on complex areas, including on the capital programme.
5. To support the work of GLA's shared transactional financial services, including accounts payable, debt collection, payroll, pensions and procurement.
6. To develop the GLA's use of its financial system and to ensure that it is fit for purpose for the GLA's evolving responsibilities.
7. To ensure that reports and financial information are produced from the financial system to meet stakeholder requirements, as far as that is feasible.
8. To manage staff to co-ordinate their activities so as to ensure the timely delivery of financial advice and other pieces of work.
9. To complete all other reasonable tasks, as directed, in order to fulfil this role.

Key relationships

Accountable to: Chief Accountant

Accountable for: 1x Finance Officer

Principal contacts: GLA staff

Person Specification

Technical requirements/experience/qualifications

1. Professional finance qualification; either CCAB recognised, CIMA or international equivalent.
2. Substantial knowledge and understanding of public sector finance and of the statutory framework for local authority accounting.
3. A proven track record of undertaking complex financial analysis, including assessment of forecasted budgets, and providing financial advice in a comparable organisation to ensure value for money and probity.
4. Experience of managing, maintaining and developing accounting and project management systems.
5. Ability to identify and implement improvements to deliver quality services.
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Working pattern

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Job description

Job title: Senior Group Treasury Officer – Operations

Grade: 10

Post number: 02596

Directorate: Resources

Unit: Group Finance

Job Purpose

To assist and deputise for the Group Treasury in leading the delivery of treasury management functions to the GLA and other organisations where relevant under shared service arrangements; to manage the operational section of the team and ensure efficient market operations within agreed parameters and to facilitate timely flow of information to colleagues responsible for accounting and compliance. Manage relationships with all providers of services related to treasury operations.

Principal Accountabilities

1. Deputise for the Group Treasury Manager in respect of all areas managed, including exercising management responsibilities and leading projects delegated by the Group Treasury Manager.
2. Manage the Group Treasury team and relevant provide training.
3. Act as the GLA's principal dealer for investments and borrowing, implementing the GLA's Treasury Management Strategy under the direction of the Group Treasury Manager, in compliance with all relevant laws, regulation and guidelines, and in particular to contribute to the continual improvement of treasury processes and controls;
4. Lead the collection and redistribution of Precepts, Business Rates Supplement, Retained Business Rates and grant income from the London Boroughs and others and support the Group Treasurer and Finance Manager in all related activities, calculations and reconciliations;
5. Coordinate the collection of all relevant cash flow data from across the organisation, the GLA group and other relevant organisations and to ensure this information is incorporated into the GLA's cash flow model; contribute to the development and improvement of the model and hold responsibility for its daily operation and accuracy; foster a culture of accountability for robust and timely cash flow forecasting across all GLA directorates/subsidiaries and the shared service.

6. Contribute to the development of the investment and borrowing strategies, in particular through maintaining an extensive network of market contacts and relationships in order to identify new products, opportunities and risks for consideration;
7. Provide high quality, timely financial information to senior managers, other officers, the Mayor and Members and support the Group Treasury Manager and Senior Group Treasury Officer – Reporting and Control in the production of all reports and documentation relation to the function;
8. Provide the operational data and perspective for the preparation of budgets and final accounts and act as principal operational contact for internal and external auditors;
9. Act as principal operational contact for shared treasury management services clients, in particular providing advice and support for borrowing or investment outside of the pooled Group Investment Syndicate;
10. Act as primary liaison with the GLA's bankers in respect of payments, corporate credit cards, cheques and bank account administration; manage access to banking systems and services for relevant GLA personnel/organisations; Manage relationships with other operational service providers such as brokers, custodians and systems providers and continually review such systems, services and arrangements for economy, efficiency and effectiveness and lead procurement where relevant;
11. Realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's communities; and
12. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary cross-department and cross-organisational groups and project teams.

Key relationships

Accountable to:	Group Treasurer
Accountable for:	Resources allocated to the role, including the Group Treasury Officer, Group Treasury Analyst and Trainee Group Treasury Officer.
Principal contacts:	Senior GLA staff, GLA accountants, functional bodies, London Boroughs, grant-making departments, brokers, insurers, treasury advisors, investment and borrowing counterparties.

Person Specification

Technical requirements/experience/qualifications

1. An in depth knowledge of, and a proven track record of success in, treasury management functions in a comparable high profile organisation.

2. A professional qualification in accountancy or treasury management (CCAB, AAT or ACT) with significant experience in a treasury accounting role including final accounts preparation and audit liaison.
3. A thorough understanding of the CIPFA Code of Practice for Treasury Management and experience of operating, reviewing and suggesting improvements to procedures and controls based on the Code.
4. Significant experience as a money market dealer with a proven ability to create and maintain positive relationships with brokers and counterparties.
5. Experience of working with accounting systems and proficiency in Excel.
6. Professional insurance qualification or in depth experience in insurance delivery, managing insurance brokers and advising on the appropriate level of self-insurance.
7. Proven communication skills in a technical finance context.

BEHAVIOURAL COMPETENCIES

STAKEHOLDER FOCUS

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 3 indicators of effective performance

- Understands diverse stakeholder needs and tailors team deliverables accordingly
- Is a role model to others, encouraging them to think of Londoners first
- Manages stakeholder expectations so they are high but realistic
- Removes barriers to understanding the needs of diverse stakeholders, including hard to reach groups
- Focuses own and team's efforts on delivering a quality and committed service

PLANNING AND ORGANISING

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 2 indicators of effective performance

- Prioritises work in line with key team or project deliverables
- Makes contingency plans to account for changing work priorities, deadlines and milestones
- Identifies and consults with sponsors or stakeholders in planning work
- Pays close attention to detail, ensuring team's work is delivered to a high standard
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

BUILDING AND MANAGING RELATIONSHIPS

... is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 2 Indicators of effective performance

- Develops new professional relationships
- Understands the needs of others, the constraints they face and the levers to their engagement
- Understands differences, anticipates areas of conflict and takes action
- Fosters an environment where others feel respected
- Identifies opportunities for joint working to minimise duplication and deliver shared goals in partnership.

DECISION MAKING

... is forming sound, evidence-based judgements, making choices, assessing risks to delivery and taking accountability for results

Level 2 indicators of effective performance

- Takes decisions as necessary on the basis of the information available
- Makes decisions without unnecessarily referring to others
- Involves and consults internal and external stakeholders early in decisions that impact them
- Identifies potential barriers to decision making and initiates action to move a situation forward
- Demonstrates awareness of the GLA's decision making processes and how to use them

PROBLEM SOLVING

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions

Level 2 indicators of effective performance

- Processes and distils a variety of information to understand a problem fully
- Proposes options for solutions to presented problems
- Builds on the ideas of others to encourage creative problem solving
- Thinks laterally about own work, considering different ways to approach problems
- Seeks the opinions and experiences of others to understand different approaches to problem solving

RESPONSIBLE USE OF RESOURCES

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 3 Indicators of effective performance

- Allocates financial and people resources efficiently to maximise value for team and wider organisation
- Thinks in terms of maximum efficiency when planning resource allocation
- Implements good practice on efficient use of resources
- Monitors financial performance and efficiency of own team, ensuring delivery of work within budget
- Negotiates and manages contracts responsibly across a diverse supplier base.

ORGANISATIONAL AWARENESS

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 2 Indicators of effective performance

- Challenges unethical behaviour
- Uses understanding of the GLA's complex partnership arrangements to deliver effectively
- Recognises how political changes and sensitivities impact on own and team's work
- Is aware of the changing needs of Londoners, anticipating resulting changes for work agendas
- Follows the GLA's position in the media and understands how it impacts on work

Job Title: Senior Financial Analyst (GLA Group)

Grade: 11

Post No:

Directorate: Resources

Finance

Job Purpose

To lead on multiple aspects of the GLA Group revenue budget and capital spending plan development process and provide support to the Finance Manager on aspects of the budget process for which the Finance Manager is responsible. To lead and manage on the financial aspects of corporate projects and public finance issues including the Local Government Resource Review, business rates policy and Enterprise Zones. To represent the GLA on various external working and policy groups with organisations such as the Department for Communities and Local Government, London Councils and the London Boroughs and City of London Corporation.

Principal Accountabilities

1. To lead on multiple aspects of the GLA Group revenue budget and capital spending plan development process for designated areas and particular functional bodies providing advice as appropriate to the Mayor, Mayoral advisers, Assembly Members and senior managers.
2. To negotiate and liaise with the functional bodies as appropriate at the highest levels to ensure the budget is developed in line with budget guidance and timetable and is accurate, consistent and integrated with the GLA group.
3. To co-ordinate the annual reporting and approval by the Mayor of the Mayor's capital spending plan and other guidance or legislation as applicable.
4. To lead on designated areas of finance, budget or corporate projects e.g research on the funding and financing of the GLA and the functional bodies, developing the GLA Group capital spending plan and preparing policy options, reports, briefings and presentations for the Mayor, Mayoral advisers, Assembly Members and senior managers of the Authority and functional bodies.
5. To represent the Authority in negotiations concerning funding and other related group and public finance issues including the introduction of 100% business rates retention, the impact of Government Budget and Spending Review announcements, the local government finance settlement, Enterprise Zones, the Local Government Resource Review with key stakeholders e.g., functional bodies, central government, London Councils, the LGA and London boroughs.
6. To lead on the development and maintenance of the financial model for the GLA Group medium term financial plan including modelling business rates and council tax income, the level of GLA Group reserves and funding allocations from the Mayor to the functional bodies. To report and present findings as appropriate to the Mayor, the Chief of Staff and senior managers.
7. To support the Finance Manager in all aspects of the policy and workings of the London business rates pool in partnership with London Councils and the London Boroughs and City of London Corporation. To include the creation and evaluation of financial models and representing the GLA on technical accounting working groups.

8. To support the Finance Manager in the ongoing management, monitoring and accounting of the Crossrail Business Rate Supplement liaising closely with the GLA Treasury function, Transport for London, the 32 London boroughs, the Corporation of London and CLG.
9. To lead on the GLA's technical accounting for business rates and council tax for inclusion in the statement of accounts and in an advisory capacity to senior management, including liaising as appropriate with external auditors and other interested parties. To include representing the GLA on central Government's national working group advising on the audit and accountability issues associated with the introduction of 100% business rates retention.
10. To lead on and co-ordinate the preparation and submission of the GLA Group's capital and revenue financial statistical returns to Central Government and to the Chartered Institute of Public Finance and Accounting ensuring they are presented on a consistent basis and allow for any inter group financial transactions and including leading on the GLA's response to the introduction of the DELTA system.
11. To represent the GLA on central government national working groups concerned with local government finance statistics such as the Central and Local Government Information Partnership-Finance working group.
12. To line manage the Financial Analyst including work planning, the conducting of appraisals and identifying training and development requirements.
13. To realise the benefits of London's diversity by promoting and enabling equality of opportunities, . and promoting the diverse needs and aspirations of London's communities.
14. To realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary cross-department and cross-organisational groups and project teams.

Key Relationships

Accountable to:

Finance Manager (GLA Group)

Accountable for:

Resources allocated to the role.

Principal contacts:

The Mayor, the Chief of Staff, Mayoral advisers, senior managers of the Authority, Functional Bodies, London boroughs, London Councils, other external organisations and Assembly Members.

Person specification

1. A good working knowledge and understanding of local government finance, budget development and the statutory framework for local authority accounting.
2. A CCAB qualified accountant.
3. A good working knowledge of the national non domestic (business) rates system, council tax and collection fund accounting.

Behavioural competencies

STAKEHOLDER FOCUS

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 3 indicators of effective performance

- Understands diverse stakeholder needs and tailors team deliverables accordingly
- Is a role model to others, encouraging them to think of Londoners first
- Manages stakeholder expectations, so they are high but realistic
- Removes barriers to understanding the needs of diverse stakeholders, including hard to reach groups
- Focuses own and team's efforts on delivering a quality and committed service.

COMMUNICATING AND INFLUENCING

...is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

Level 3 Indicators of effective performance

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver GLA priorities
- Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
- Advocates positively for the GLA both within and outside the organisation

PLANNING AND ORGANISING

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 3 indicators of effective performance

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery
- Ensures evaluation processes are in place to measure project benefits
- Gains buy-in and commitment to project delivery from diverse stakeholders
- Implements quality measures to ensure directorate output is of a high standard
- Translates political vision into action plans and deliverables

PROBLEM SOLVING

...is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions

Level 3 indicators of effective performance

- Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
- Actively challenges the status quo to find new ways of doing things, looking for good practice
- Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
- Initiates consultation on opportunities to improve work processes
- Supports the organisation to implement innovative suggestions

RESPONSIBLE USE OF RESOURCES

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 3 Indicators of effective performance

- Allocates financial and people resources efficiently to maximise value for team and wider organisation
- Thinks in terms of maximum efficiency when planning resource allocation
- Implements good practice on efficient use of resources
- Monitors financial performance and efficiency of own team, ensuring delivery of work within budget
- Negotiates and manages contracts responsibly across a diverse supplier base

ORGANISATIONAL AWARENESS

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 3 Indicators of effective performance

- Uses understanding of differences between the GLA and its partners to improve working relationships
- Helps others understand the GLA and the complex environment in which it operates
- Translates changing political agendas into tangible actions
- Considers the diverse needs of Londoners in formulating GLA objectives
- Helps others understand how the media and external perceptions of the GLA influence work

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

Job Description

Job title: Executive Support Officer

Grade: 6 **Post number:** 001935

Directorate: Resources

Unit: Finance & Governance

Job purpose

To provide a range of high-level administrative support services to the Assistant Director of Finance & Governance and to the Senior Policy & Programmes Manager, ensuring that those services are responsive to the Finance & Governance Unit's needs and contribute to making the Unit more effective.

Principal accountabilities

1. Provide a range of high-level administrative support services to the Assistant Director of Finance & Governance and to the Senior Policy & Programmes Manager.
2. Manage tasks as allocated by the Assistant Director of Finance & Governance to ensure the priorities of the Unit are met.
3. Assist the Assistant Director of Finance & Governance and the Senior Policy & Programmes Manager with the preparation of briefings and reports and other tasks as they arise.
4. Support the Senior Policy & Programmes Manager in overseeing the work of the Mayoral Development Corporations (MDCs), particularly in terms of the regular liaison meetings the GLA holds with the MDCs.
5. Support the Assistant Director of Finance & Governance with business planning, budget and performance monitoring for the cost centres falling under that post.
6. Co-ordinate cross-Unit and cross-Directorate work, including Mayoral Correspondence and Mayor's Questions.
7. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job and participating in multi-disciplinary cross-department and cross-organisational groups and project teams.

Key relationships

Accountable to: Assistant Director of Finance & Governance

Key contacts: Senior Policy & Programmes Manager and other staff in the Finance & Governance Unit

Person specification

1. Technical requirements/experience/skills

1. Experience of delivering an administrative support service to senior staff in a high-profile organisation.
2. A high level of competence in the operation of standard office information and communications technology applications including standard Microsoft Office packages including advanced MS Word and Outlook and intermediate Excel and Powerpoint.

2. Behavioural competencies

Building and Managing Relationships

... is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals

Level 2 indicators of effective performance

- Develops new professional relationships
- Understands the needs of others, the constraints they face and the levers to their engagement
- Understands differences, anticipates areas of conflict and takes action
- Fosters an environment where others feel respected
- Identifies opportunities for joint working to minimise duplication and deliver shared goals

Communicating and Influencing

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

Level 1 indicators of effective performance

- Represents self and team positively within the organisation
- Speaks and writes clearly and succinctly using appropriate language that is easy to understand
- Considers the target audience, adapting style and communication method accordingly
- Communicates persuasively and confidently
- Checks for understanding

Problem Solving

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

Level 1 indicators of effective performance

- Breaks down work issues, seeking further information if necessary
- Provides workable solutions to solve immediate work problems
- Makes suggestions and implements improvements to personal work processes
- Actively supports new initiatives and tries different ways of doing things
- Learns from others' experiences

Planning and Organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 2 indicators of effective performance

- Prioritises work in line with key team or project deliverables
- Makes contingency plans to account for changing work priorities, deadlines and milestones
- Identifies and consults with sponsors or stakeholders in planning work
- Pays close attention to detail, ensuring team's work is delivered to a high standard
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

Organisational Awareness

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 1 indicators of effective performance

- Understands the structure and statutory responsibilities of the GLA
- Understands how own role and work contributes to team and organisational objectives
- Understands the role of the GLA, the Mayor and the Assembly in relation to Londoners
- Is sensitive to the culture and political context of the GLA and uses it to work effectively
- Treats GLA information as sensitive and confidential

Responding to Pressure and Change

... is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 1 indicators of effective performance

- Stays calm in pressurised and demanding situations
- Responds flexibly to changing circumstances
- Recognises when unable to cope and asks others for help
- Demonstrates openness to changing work priorities and deadlines
- Maintains personal well-being and achieves a balance between work and home life

Job Description

Job title: Finance Apprentice

Grade: 2 – rising to grade 4 **Post number:** GLA3561

Fixed term: 3 years

Directorate: Resources

Unit: Financial Services

Finance apprenticeship programme

This is a finance apprenticeship role. An apprenticeship is a structured programme of learning (a combination of on and off the job training) for non-graduates. On the job, the apprentices work alongside finance staff as members of the GLA's Financial Services team, off the job they undertake a tailored training programme, working towards a recognised accounting qualification – in this case, membership of the Association of Accounting Technicians (AAT).

The Grade 2 role is for 18 months (studying AAT Level 3) progressing to a Grade 4 role for 18 months (studying AAT Level 4). Completion of AAT Level 3 must be achieved within a maximum of two sittings per paper.

Progression is dependent on success at Level 3 of the AAT qualification, satisfactory completion of practical work activity and the GLA's assessment of your competence against the criteria set out below.

Job purpose

To provide financial and administrative support to the GLA's Financial Services team.

Principal accountabilities

1. Providing financial and administrative support which will include some of the following:

- Providing administrative support to the Financial Services team, including:
 - Handling incoming and outgoing post
 - Filing and archiving of financial documents
 - Other administrative responsibilities as required
- Providing financial support to the technical accounting section, including:
 - Posting journals
 - Raising sales invoice request forms (SIRFs) on the finance system
 - Processing expenses
 - Preparing reconciliations and running system reports
 - Supporting the preparation and audit of the GLA's annual accounts
 - Supporting the preparation of VAT returns
- Providing financial support to the management accounting section, including:
 - Completing journals
 - Producing management reports from the finance system
 - Investigating queries which arise from departments
 - Assisting with financial due diligence
 - Supporting the GLA's annual budget setting process

2. Provide finance support to projects, as required.
3. Attending meetings with both external and internal stakeholder and customer groups.
4. Realising the benefits of London's diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London's communities.
5. Realising the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams, when required.

Person specification

Technical requirements/experience

Essential

1. Experience of using IT systems including Excel spreadsheets, Word and e-mail.
2. GCSE English and Maths (or equivalent) preferably grade C or above.
3. Willing and eligible for funding to study for AAT Level 3
4. Willingness to learn and make the most out of the finance placement
5. Ability and commitment to working as part of a finance team
6. Understanding of and commitment to the key requirements of working in an office environment, including: time-keeping, flexibility, initiative and personal responsibility for getting things done.

Desirable

1. 2 A-levels, including Mathematics - grades A-C.

Behavioural competencies

Outlined below are the six competencies that relate to the finance apprenticeship programme at the GLA.

Stakeholder Focus

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 1 indicators of effective performance

- Listens to understand requirements without making assumptions
- Demonstrates an enthusiastic and 'can do attitude' to all requests
- Provides timely, accurate and personalised responses
- Provides a polite and helpful first point of contact for stakeholders
- Learns from feedback to improve personal service to others

Planning and Organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard

Level 1 indicators of effective performance

- Plans and prioritises own workload to meet agreed deadlines
- Advises colleagues or manager early of obstacles to work delivery
- Perseveres and follows work through to completion
- Checks for errors to ensure work is delivered to a high standard first time
- Effectively juggles priorities

Responding to Pressure and Change

... is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 1 indicators of effective performance

- Stays calm in pressurised and demanding situations
- Responds flexibly to changing circumstances
- Recognises when unable to cope and asks others for help
- Demonstrates openness to changing work priorities and deadlines
- Maintains personal well-being and achieves a balance between work and home life

Organisational awareness

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 1 indicators of effective performance

- Understands the structure and statutory responsibilities of the GLA
- Understands how own role and work contributes to team and organisational objectives
- Understands the role of the GLA, the Mayor and the Assembly in relation to Londoners
- Is sensitive to the culture and political context of the GLA and uses it to work effectively
- Treats GLA information as sensitive and confidential

Managing and Developing Performance

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations

Level 1 indicators of effective performance

- Keeps up to date with new processes and information in own role
- Seeks opportunities to develop, taking responsibility for own personal development plan
- Takes a methodical and consistent approach to completing work in line with personal objectives
- Seeks clarity on objectives, ensuring a good understanding of expectations
- Openly shares constructive feedback, supporting the delivery of own and others' work.

Responsible use of resources

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 1 Indicators of effective performance

- Demonstrates awareness of the GLA's commitment to value for money and responsible use of resources
- Works independently using own time and that of others effectively
- Takes action to avoid unnecessary waste and cost
- Reduces personal impact on the environment by reducing use of, reusing and recycling resources
- Shows understanding of relevant budgets and how they apply in own work environment

Reasonable adjustment

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.