

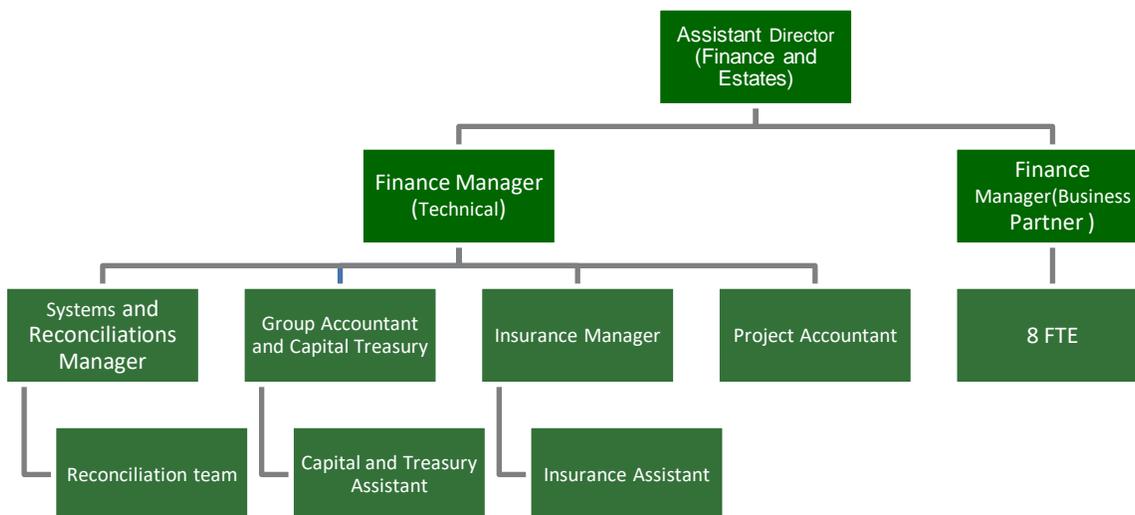
Job Description

Post Title	Finance Manager (Technical)
Post Number:	005453
Business Unit	Accountancy
Business Unit team	Finance and Estates
Accountable To (<i>Line Manager</i>):	Assistant Director – Finance and Estates
Responsible For (<i>Direct Reports Post Title</i>):	Systems and Reconciliation Manager, Group Accountant- Capital and Treasury, Insurance Manager, Projects Accountant

Job purpose

- The post holder is responsible for providing technical support (including VAT advice, tax advice on the Council’s companies, Treasury advice) to the Accountancy Team and wider council officers. This post holder will be responsible for co-ordinating the Statement of Accounts production, government returns and supporting the budget setting process.
- The role of the Finance Manager (Technical) is to ensure that expert financial advice is given to all Assistant Directors and service managers and to enable the council to meet its ambitions.
- To provide support for the Financial Security FTFC priority

Organisational position



Key tasks, duties, responsibilities and accountabilities of the post

Service Delivery

- To oversee the provision of expert technical accounting advice, including capital, VAT, company structure advice to the Business Partners and other council officers. This will involve giving advice and overview of the Council's wholly owned companies and an understanding of company taxation. This may involve the production or participation in the financial information contained within business cases.
- Be pro-active in supporting managers to meet the ambitions of the council by identifying solutions to financial problems through different business models, including suggest the most appropriate/alternative methods of funding.
- To be the responsible officer for managing on a day to day process updates to the financial regulations, whistle blowing and Anti money laundering policies.
- To support the Assistant Director (Finance and Estates) in implementing the Financial security work stream and provide support to the Leaders Financial Security Group (LSFG). This may involve the production and sign off of financial information in business cases.
- To provide financial advice to the Capital Assets Group alongside the capital accountant and ensuring the Council sets a sound Capital Strategy and monitoring system.
- This includes participating in tender evaluation and preparation, business planning over a minimum of the 5 year budgetary cycle, but also advising on any further long term implications. This may also include costing and technical long term financial forecasting which may arise as a result of member or officer requests.
- To be responsible for the closure of accounts by the statutory deadline, ensure that good quality working papers are produced and identify any areas for improvement, this will involve liaising with the council's auditors, council officers and the business partners.
- To ensure that government returns are completed by the Technical Team by the deadlines set out.
- The Finance Manager (Technical) will be responsible for working closely with the Finance Manager (Business Partner) to ensure that their respective staff are up to date with new legislation and any changes in council activity.
- To be responsible for the oversight of the Salary establishment to ensure that the amounts budgeted for are correct. The Finance Manager (Technical) will be responsible for deputising for the Assistant Director (Finance and Estates) for the Shared Internal Audit Service and Shared Anti-Fraud Service as well as being the lead officer if required at the Audit Committee.
- The Finance Manager (Technical) will be responsibility for providing financial information to feed into the Budget reports and if required compile/contribute to any budget reports.
- The post holder is also responsible for signing off any financial information providing by their staff for committee reports and providing support to the officers within the Accountancy team.

- The post holder is responsible for ensuring that there is a good working relationship between the Technical team and the Business Partner Accountants and council officers. To ensure there is a consistent high quality level of service for all managers through consistency of approach and the development of financial business tools. This should include but not exclusively facilitating training sessions attendance and participation by post holder and staff in any Service Management Teams, contributing in all areas of operational and management issues across the Directorate. Assist in problem solving and advising on financial solutions and procedures to secure funding.
- To provide sound financial advice to the Directorate on finance, To work closely with the Finance Manager (Business Partner) to ensure that Financial Regulations meet the organisations need together with closure procedures and accruals and Service and Financial Planning and training.
- The post holder is responsible for organising training in person or their staff within Directorates on budget monitoring including delivering training tailored to the end user ranging from Administrators to Director Level.
- To ensure that the post holders staff comply with Financial Regulations.
- Responsible for developing appropriate financial information for dissemination to managers at all levels of the organisation. Responsible for managing and developing a budget monitoring system which highlights material variances in a timely fashion using knowledge of the Directorate to provide accurate forecasts of expenditure and income for Capital, Treasury and any Business Cases in conjunction with the relevant officers. This forecast will need to span a minimum of the 5 years budgetary cycle and longer for revenue of a non-cyclical nature.
- The post holder is responsible for working in partnership with the Finance Manager (Business Partner) for the budget book ensuing the validity and accuracy of content.
- The post holder is responsible for ensuring that information requested for the compilation and submission of statutory returns is provided.
- Responsible for the Insurance function and continue to develop the service.
- To liaise regularly with the Finance Manager (Business Partner) to identify training needs, development needs and production of material (power point, manuals) that can be used by finance staff to maintain a consistent high level of service to the councils departments.
- To deputise for the Assistant Director (Finance and Estates) in all matters relating to Audit, Anti-Fraud, whistleblowing and the shared services (SIAS and SAFS). This will include attendance at Audit Committee.
- Ensure services are delivered in a manner which is responsive to customer needs, putting in place mechanisms for gathering and acting upon customer feedback and insight.
- Actively support service transformation, ensuring digital opportunities and solutions are explored and implemented wherever possible.
- Champion a culture of continuous improvement across the Council, ensuring effective performance monitoring and management arrangements are in place and providing timely intervention as necessary to sustain high standards of performance.

- Contribute to the achievement of financial security across the Council, including proactively identifying innovative/commercial opportunities that benefit the organisation, partners and/or customers.

The role's key contacts and level of relationships with individuals, groups of people, agencies and external organisations

- Provide strong, effective leadership, including championing corporate activities and initiatives that cross service boundaries and implementing effective joined up approaches and solutions to meet the Council's vision and values.
- Through personal example, provide employees with positive leadership, guidance, direction and motivation that harnesses the strengths and talents of individuals and promotes achievement of our "one team" culture.
- Foster and maintain excellent working relationships with relevant partner organisations and pursue new ways to deliver services in collaboration with others which benefit the Council, partners and customers.
- Represent the Council externally as appropriate, acting as an ambassador and developing relationships to ensure a positive view of the Council and to influence agendas to meet organisational needs.
- Relationships will be with Assistant Directors/Directors/Chief Executive/Members/Service Managers/staff/External Auditors/Shared Internal Audit Service. This is list is not exhaustive but demonstrates the range of relationships required by the post holder.

Governance, Corporate and other responsibilities

- Proactively and positively contribute to successful delivery of the Council's Corporate Plan.
- Lead by example and develop, deliver and promote effective communications internally and externally.
- Ensure compliance with Council processes, policies and procedures including finance, performance, HR, governance, equality and diversity, health and safety, information management and data protection.
- Be prepared to undertake additional duties not included above that are appropriate to the job grade and qualifications, skill and experience as contained within the Person Specification, recognising that this Job Description will be kept under review and may be amended at the Council's discretion to ensure organisational needs are met.
- The post holder may be required to deputise for the AD Finance and Estates.
- The Council's Leadership competency framework for Grade 10-Grade 13 apply to this post

Person Specification

Post Title	Finance Manager (Technical)	Post Number	
Business Unit	Finance and Estates		

	Required Competencies	Essential	Desirable	How to be Assessed		
				Application	Test	Interview
Knowledge, skills and abilities:						
Extensive and up-to-date knowledge of Local Government accounting practices and procedures including CIPFA Code, Treasury Management		<input checked="" type="checkbox"/>				Interview
Extensive knowledge of Local Government Finance Technical matters	Understand principles of taxation & VAT relating to local authorities	<input checked="" type="checkbox"/>				Interview
Knowledge of company taxation	Understand principles of taxation & VAT relating to companies	<input checked="" type="checkbox"/>				interview
Extensive knowledge of and ability to use IT (major spreadsheets, financial information systems) to enhance service delivery	Advanced program skills	<input checked="" type="checkbox"/>				Application form /Interview/ References
Evidence of ability to write clear, concise and accurate reports for presentation to senior managers and Members.		<input checked="" type="checkbox"/>				Application form/Interview/ Test
The financial skills and knowledge to ensure the delivery of services within budget and in accordance with Financial Regulations and Contract Standing orders		<input checked="" type="checkbox"/>				Application form/ Interview/References
Clear understanding of the practical						Application form/Interview/Refere

SETTING DIRECTION	
<ul style="list-style-type: none"> • Strategic Thinking 	
Grades 10-12	Grade 13
<ul style="list-style-type: none"> • Focusses personal and team contribution on activities that support strategic objectives and deliver the greatest value. 	<ul style="list-style-type: none"> • Anticipates and responds to external opportunities and challenges, ensuring issues relating to your service area(s) are effectively fed into organisational strategy.
<ul style="list-style-type: none"> • Effective Decision Making 	
Grades 10-12	Grade 13
<ul style="list-style-type: none"> • Makes objective and evidence based decisions, whilst being innovative and creative. 	<ul style="list-style-type: none"> • Uses innovative and creative approaches to identify solutions and address complex problems.
	<ul style="list-style-type: none"> • Removes unnecessary bureaucracy to ensure decision making can be made at the right level within your team(s).
<ul style="list-style-type: none"> • Flexible and Adaptable to Change 	
Grades 10-12	Grade 13
<ul style="list-style-type: none"> • Embraces and understands the need to respond to both internal and external challenges. 	<ul style="list-style-type: none"> • Identifies the need for and takes responsibility for implementing change, remaining alert and proactive when things go wrong and providing decisive solutions to get back on track.
ENGAGING PEOPLE	
<ul style="list-style-type: none"> • Leading and Engaging 	
Grades 10-12	Grade 13
<ul style="list-style-type: none"> • Leads from the front and communicates with clarity, conviction and enthusiasm. 	<ul style="list-style-type: none"> • Leads by example, communicating in a straightforward manner with integrity, promoting a working environment aligned to the Council's values.
	<ul style="list-style-type: none"> • Is visible to staff and stakeholders, engaging and building trust with people across the Council.
<ul style="list-style-type: none"> • Collaborative Working 	
Grades 10-12	Grade 13

<ul style="list-style-type: none"> Creates and maintains positive and professional working relationships with a wide range of internal and external partners and stakeholders. 	<ul style="list-style-type: none"> Actively builds and maintains a network of colleagues and contacts to support the achievement of business and shared objectives.
	<ul style="list-style-type: none"> Seeks constructive outcomes, challenges assumptions whilst remaining willing to compromise.
<ul style="list-style-type: none"> Effective Performance 	
Grades 10-12	Grade 13
<ul style="list-style-type: none"> Has a strong focus on continuous learning, creating a learning and knowledge culture to inform future plans and support transformational change. 	<ul style="list-style-type: none"> Role models continuous self-learning and promotes development and career management for all staff.
	<ul style="list-style-type: none"> Coaches and supports staff to take responsibility for their own development.
DELIVERING RESULTS	
<ul style="list-style-type: none"> Achieving Financial Security 	
Grades 10-12	Grade 13
<ul style="list-style-type: none"> Adopts a financial, commercial and sustainable mindset to all activities, seeking out and implementing solutions that achieve the best mix of quality and effectiveness at an affordable cost. 	<ul style="list-style-type: none"> Adopts a financial, commercial and sustainable mindset to all activities, seeking out and implementing solutions that achieve the best mix of quality and effectiveness at an affordable cost.
	<ul style="list-style-type: none"> Understands the impact of the Council's financial position in your own area(s), balancing policy aspiration and delivery and outlining the risks and benefits of different options to achieve best value for money.
<ul style="list-style-type: none"> Managing a Quality Service 	
Grades 10-12	Grade 13
<ul style="list-style-type: none"> Models professional excellence, striving to continuously improve the quality of service, being solution 	<ul style="list-style-type: none"> Creates an environment to deliver excellence, identifying the most appropriate and cost effective

focussed with a right first time approach.	delivery models.
	<ul style="list-style-type: none"> Exemplifies positive customer service behaviours and promotes a culture focussed on ensuring customer needs are met.
<ul style="list-style-type: none"> Delivering at Pace 	
Grades 10-12	Grade 13
<ul style="list-style-type: none"> Takes responsibility for delivering timely and quality outcomes, using innovative and creative thinking and dealing with challenges in a constructive, solution focussed manner. 	<ul style="list-style-type: none"> Builds a high performance culture to deliver outcomes with a focus on prioritisation, addressing performance issues firmly, fairly and promptly.
	<ul style="list-style-type: none"> Celebrates success and acts as a role model in supporting and energising teams to build confidence in their ability to deliver quality outcomes.
<ul style="list-style-type: none"> Learning from Delivering 	
Grades 10-12	Grade 13
<ul style="list-style-type: none"> Learns from experience and makes evidence based decisions to improve organisational and individual performance. 	<ul style="list-style-type: none"> Creates space, autonomy and energy for working in a smarter, more focussed way, continuously seeking out new ways to deliver or improve how we deliver our services.
<ul style="list-style-type: none"> Proactively recognises and values high performance and challenges areas of concern, both individually and organisationally. 	<ul style="list-style-type: none"> Proactively recognises and values high performance and challenges areas of concern, both individually and organisationally.