

Job Description and Person Specification

Job title:	Finance Manager
Directorate:	Resources
Service:	Finance and Property Service
Team:	Accountancy
Post number:	01661
Salary grade:	L
Work location:	Market Street
Reports to:	Chief Management Accountant
Supervises:	Team of Accountants

Job Purpose

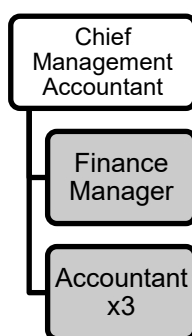
To effectively lead and manage a finance team that undertakes financial planning, budgetary control, accountancy advice, financial administration and training of budget managers.

To coordinate key accounting functions eg budget build, budget monitoring and final accounts closedown. To liaise with other Finance Managers and report to the Chief Management Accountant and Head of Finance & Property in the coordination of resources throughout the whole accountancy service to ensure adequate accountancy support for the Council.

To deputise for the Chief Management Accountant and Head of Finance & Property as required.

To provide expert advice and support to Finance colleagues, to other managers within the organisation and to elected members.

Structure Chart



Main Duties and Responsibilities

Service Management

To assist the Head of Service in providing strong and effective management of the service area through :

- Promoting the Council's Corporate Values and ensuring the Council's Vision, Values and Objectives are achieved by providing a clear sense of purpose and direction within the accountancy function.

Main Duties and Responsibilities

- Supporting service area projects, as required.
- Participating in corporate projects and initiatives, as required.
- Building positive working relationships with Council Members.
- Promoting equal opportunities, access to services and tackling discrimination both within and outside the Council.

Team Management

Ensure sound and robust leadership and management of the team through :

- Continuously reviewing opportunities to improve the efficiency and effectiveness of the team including the delivery of continuous improvement and best value.
- Ensuring high quality, expert financial advice is provided to managers by supporting the team to develop their skills and knowledge.
- Effective financial management and ensuring effective financial control against allocated budget.
- Effective human resource management, encompassing implementation of the Council's Human Resource Management policies, procedures and guidance
- Effective performance management, including implementation of the Council's performance management practices.
- Effective Health and Safety management, including implementation of the Council's Health and Safety policies, procedures and practices.
- Embedding the Council's agreed Risk Assessment practices.

Specific Responsibilities

- Leading in providing the service area with accurate and effective financial advice, covering all aspects of the financial management system. Situations require the post holder to work closely with service managers and Directors, to interpret existing policies and further develop to meet business objectives.
- Developing and implementing strategic financial planning support and technical advice to the service area. This will involve close liaison and working with lead officers. The post holder will be required to use knowledge and experience to make judgments as to appropriate solutions to problems.
- Coordinating the service area budget setting within the overall corporate financial planning procedures and deadlines.
- Ensuring that the budget strategy for the Council is understood by the service area and also ensuring that the service area requirements are accurately reflected in the overall budget strategy.
- Budget monitoring and producing monthly narrative reports explaining the current financial position of the service area. Ensuring that variances to budget are fully understood and reported. Challenging leadership on their plans and advising on solutions.
- Producing year end accounts in respect of the service area
- Developing, implementing and maintaining relevant service area financial systems
- Designing and interpreting management information for the service area
- Financial training of budget managers in the service area
- Working with the Chief Management Accountant and other finance officers to develop a best practice financial management system to improve service quality
- Member of the accountancy management team
- Assisting the Chief Management Accountant and Head of Finance & Property in the management and development of the accountancy function, and deputising when required.
- Preparing committee reports where there are financial implications. Attending committees to present reports as required.

Main Duties and Responsibilities

- Liaising with officers and members.
- Ensuring all statutory returns are completed and submitted by the deadline.
- The post holder will be expected to use their own resources, judgment and initiative in order to provide a high quality, effective and efficient service to the service area.
- Any other duties commensurate with the grade.

Corporate

- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

Budget	Revenue	£44m
	Capital	n/a
Staffing	Headcount	3
	Full time equivalent	3
Other		

Person Specification

Qualifications	Essential/ Desirable	Internal Use Only
Fully qualified accountant or qualified by experience with at least four years post qualification experience	E	1
Committed to continuing professional development	E	2
Management qualification	D	1
Experience		
Experience of leading, managing and motivating a team	E	1
Experience of working at a senior level within a finance department	E	2
Expertise in budget preparation and forecasting	E	3
Expertise in reviewing and analyzing financial performance	E	4
Experienced in the provision of high level financial advice to senior officers	E	5
Experience of working with and presenting to senior management	E	6
Ability to write and present clear financial reports	E	7
Experience of speaking in public meetings	D	1
Evidence of working in multi-disciplinary working parties	D	2
Experienced in handling external audit queries	E	8
Knowledge and understanding		
Good working knowledge of Local Government grants and funding	D	1
In depth knowledge of Local Government	D	2
Understanding of the regulatory environment for local government	E	1
Knowledge and understanding of financial modeling	E	2
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1

Ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2
Ability to provide direction to the team	E	3
Ability to facilitate change	E	4
Ability to develop productive working relationships with colleagues and stakeholders	E	5
Ability to manage the team and provide learning opportunities for employees	E	6
Ability to use resources effectively	E	7
Work-related personal qualities		
Leadership skills	E	1
Creativity and innovation	E	2
Excellent communication skills. High level interpersonal skills.	E	3
Able to work under pressure in a changing environment of competing needs	E	4
Good time management skills and ability to meet deadlines	E	5
Energetic flexible approach to service provision	E	6
Politically sensitive	E	7
Other work-related requirements		
Ability to work occasional evenings to attend Council meetings	E	1
Full, clean driving licence	D	1
Enhanced DBS check with relevant barred list/s	No	
Is this post politically restricted?	Yes	