**Job Description**

**Main Purpose of Job:**

To be responsible for the financial management of allocated service areas in the Council giving advice, guidance and support to Service Managers and Senior Management.

To support the delivery of the Medium Term Financial Strategy (MTFS), the production of the annual budgets, in year budget monitoring, the reporting of the year-end outturn position and the production of the Statement of Accounts, all within accordance of statutory reporting requirements.

To contribute to the progression of various corporate initiatives in accordance with relevant statutory requirements and policies and to ensure the Council is compliant with all relevant financial legislation and statutory requirements.

In collaboration with colleagues, ensure that the whole service is delivered in a professional manner in accordance with relevant statutory requirements and policies.

**Our Values**

You will be expected to work in line with our values which are:

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| **Proud** - Believing in who we are, what we do and where we live |
| **Dynamic** - Transforming the future with you in mind |
| **Truthful** - Honest and clear in all we do |
| **Good Value** - Delivering outstanding services, smartly & economically |
| **United** - Whoever we work with, we work as one team |

**Key Responsibilities:**

**Strategic Management**

1. To support the Chief Finance Officer to deliver the Council’s Medium Term Financial Strategy (MTFS) in support of the Council’s Corporate Strategies through managing the budget setting process and year end outturn.
2. To support the Chief Finance Officer and Deputy Chief Finance Officer in advising Members and other Senior Officers of the Council which may include having to attend Cabinet Council and other Council Committee meetings, partnership meetings, corporate working parties and adhoc meetings as and when required.
3. Proactively engaging with colleagues from other areas of specialism in the Council to assist with informing financial decision making.
4. To provide financial support to Service Managers and Senior Officers with projects and reports to Committees and Corporate Management meetings. This includes providing financial guidance and challenge and advising on the financial reporting requirements as per the Council’s Constitution.
5. Contribute to the development of corporate best practice on securing economy, efficiency, and effectiveness in the use of resources.
6. Work co-operatively and collaboratively with colleagues across the Council in support of financial service delivery, ensuring that the Council meets its stated financial objectives within statutory and corporate deadlines.
7. Ensure financial advice to Senior Officers and Service Managers on all current and evolving matters is timely, accurate and meaningful.

**Specific Deliverables:**

1. To provide accurate and timely financial information to Service Managers and Senior Officers, to support decision making and early detection of budget issues. This will include recognising when financial matters need to be escalated.
2. Using professionalism judgement and experience, adapt style and regularity of financial support to service areas in recognition of the differing needs of service areas.
3. Proactive financial management support, advice and challenge to service areas, on existing service operations, proposals for change and projects. This includes suggesting alternative financial solutions to assist with achieving a desired outcome.
4. To provide financial information, support and challenge to service areas with the annual review and setting of fees and charges.
5. To challenge budget pressures and opportunities, and to use professional judgement and experience to flag financial matters of concern.
6. To provide timely, accurate and relevant financial information and commentary for Quarterly Budget Monitoring Reporting to Senior Management and Members.
7. Continually develop knowledge of Council operations and identify service activities that drive financial performance to continuously improve financial monitoring and forecasting.
8. To be responsible for the completion of year end accounting processes for financial management within the statutory timetable. This includes outturn commentary for service areas and the completion of associated year end working papers.
9. To lead on the completion of Financial Government, partner and statistical returns, and to ensure these are submitted by the required deadline, and the necessary supporting documentation is maintained for audit and external review by Government departments – to protect Council funding from being declined or returned.
10. To undertake financial evaluation of contractors and customers, using available financial information, applying knowledge of appropriate financial ratios, and using professional judgement to assess financial health of contractors and when to request further information.
11. To review service funding agreements and lead on providing financial support and information for monitoring and reporting, and to ensure this is in accordance with funding terms and guidance - to protect Council funding from being declined or returned.
12. To prepare and present reports for corporate projects and Council Partnerships and to represent finance at associated meetings. To share knowledge and best practice, and to advise and report on matters concerning financial compliance and planning that affect the Council.
13. To participate in corporate projects by providing financial information, advice, challenge and collaboratively working within the relevant project team.
14. To be responsible for other financial management projects as allocated that cut across service areas. For example, but not limited to; reserve administration and overhead apportionment.
15. Champion and implement appropriate change in a proactive manner to improve overall service delivery, ensuring that the Council meets its stated financial objectives within statutory and corporate deadlines.
16. Highlight emerging issues when appropriate and be proactive in recommending and implementing corrective actions.
17. To support the delivery of financial awareness to all staff across the Council to facilitate a programme of continuous improvement. This will ensure staff have the relevant financial skills and knowledge, to carry out their day-to-day activities.
18. To liaise and assist Internal and External Audit as and when required, both on the main annual audit and ad hoc service areas to ensure financial compliance.

**Performance Management**

1. Where required, to provide supervision and management of direct reports, including effective management of multi-site and mobile working arrangements. Staff will be managed in accordance with the performance framework, policies, and procedures in place across the Council.
2. To develop the skills of direct reports and indirect reports to facilitate a programme of continuous improvement and to ensure ongoing resilience. This will ensure staff have the relevant skills, knowledge, and qualifications to carry out their day-to-day activities.

**Other Duties**

1. Provide cover for other colleagues and deputise for the Finance Manager in their absence on matters within the scope of this job description.
2. To undertake other such duties as may reasonably be required compatible with and/or arising from those listed above, as requested by the Chief Finance Officer, Deputy or Finance Managers to protect the Council’s financial interests.
3. To promote and adhere to the workplace values, financial procedures, and policies of the Council.

**Line Manager:** Finance Planning Manager.

**Responsible for:** A Support Accountant, Assistant Accountant or apprentice (subject to the structure and needs of the Team).

**Political Restriction:**  Not applicable.

Note: This is a description of the job as it is constituted in March 2024 but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. The Council periodically reviews Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. The Council aims to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserve the right to insist on changes to the Job Description after consultation with the postholder.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | Band 8 Requirements   * Advanced use of appropriate accounting tools and applications, such as financial ledgers, Excel, financial modelling and financial appraisals. * Knowledge of accounting principles, investment appraisal techniques and budgetary control process. * Experience in financial management and planning.   Band 9 Requirements, as above plus:   * Local authority accounting * Understanding of Local Government, including context and constraints. * Experience of successful, operational delivery within a changing environment. * Experience of financial evaluation of bid proposal and contractors. * Experience of reviewing and assessing financial business cases * Experience of supervising staff to deliver accounting services.   Demonstrable experience of finance representative on corporate project boards and Council partnerships. | Band 8 Requirements   * Local authority accounting * Understanding of Local Government, including context and constraints. |
| **Skills and Abilities:** | Band 8 Requirements   * Excellent communication and interpersonal skills – able to work successfully with a range of contacts and to build excellent working relationships and to establish rapport. * Strong analytical skills with the ability to analyse information and arrive at timely and considered decisions. * A proactive approach to problem solving. * Customer focussed, display tenacity and professionalism, be open for change and embrace team working. * Ability to communicate finance matters to non-financial managers in a manner that aids decision making. * Ability to champion and promote new ideas. * Diplomacy. * Excellent organisational skills with ability to prioritise to meet competing deadlines, manage customer expectations, and work well under pressure. * Strong influencing and coaching skills. * Questioning, active listening skills and ability to establish rapport. * Ability to adapt priorities and focus at short notice. * Political awareness and its role in decision making.   Band 9 Requirements, as above plus:   * Supervisory skills – directing others, allocating work, reviewing performance and development needs, able to motivate and enthuse others. * The ability to think and work at a senior and strategic level, e.g. Member engagement * Awareness of the social, political and economic environment in which the organisation operates, and its impact on strategic planning and priorities. * Commercial awareness and acumen. * Strong and adaptable presentation skills to deliver training, presenting reports and finance information to various audiences (committees, boards, service managers, senior officers etc.) and the ability to explain complex subjects. * Strong report writing skills. * Strong negotiation, mediation and facilitation skills. | Band 8 Requirements   * Good presentation skills to deliver training, presenting reports and finance information to various audiences (committees, boards, service managers, senior officers etc.) and the ability to explain complex subjects. |
| **Education and Training** | Band 8 Requirements   * CCAB or CIMA qualified accountant with post qualification experience, gained in the public sector.   OR  Significant and demonstrable operational experience in similar role and willing and able to obtain relevant qualifications.  Band 9 requirements, as above plus:   * Evidence of the practical application of continuing professional development,, and to keep up to date with knowledge and skills required to undertake the duties of the role. | Band 8 Requirements   * CIPFA qualified. |
| **Other Requirements** | * Necessary to work within data protection and confidentiality requirements. * A commitment to own development and to supporting training and development initiatives of the team and customers. |  |