

### Job Description and Person Specification Profile

<b>Job Title</b>	Senior Finance Manager
<b>Job ID</b>	LH12
<b>Service</b>	Financial Management
<b>Grade</b>	J / J+
<b>Reporting to</b>	Head of Finance

#### **The Role**

This role will be responsible for managing a professional team that delivers financial targets and outcomes for the Council into the medium and longer term with particular emphasis on obtaining value for money. You will need strategic financial expertise to provide high quality, timely and accurate financial information alongside the provision of advice and guidance that will contribute to the effectiveness of the organisational decision making process.

#### **Main Duties and Responsibilities include:**

- To provide finance management, technical and business planning advice, training and support within the appropriate areas of responsibilities to elected members, senior management, partners, internal and external clients.
- To proactively assist managers in service directorates to discharge their responsibilities for financial management and achieving performance targets within the parameters of the Council's procedure rules, proper accounting practice and legislation.
- To interrogate issues within corporate finance and service directorates and identify solutions which are professionally and ethically sustainable.
- To be personally responsible for taking all necessary steps to fully understand the business needs of the designated service directorate to enable the provision of

professional assistance to service management and realise value for money and service improvement.

- To develop and maintain excellent working relationships within corporate finance and service directorates.
- To ensure finance, performance and business data is reported within corporate governance and specific service directorate requirements.
- To support the mapping of resources to Council and Partnership priorities.
- To improve the integration of service, business and financial planning.
- To provide influential input to the decision making process, including objective challenge on strategy and policy development, efficiency and encouraging a culture of continual improvement.
- To take, or advise management to take, and/or direct the team to take corrective action on any matter that would affect the integrity of financial data or the Council's financial performance. To immediately advise the Head Of Finance and/or Assistant Director Of Finance and Section 151 Officer on any issue that could affect the discharge of the statutory duties of the Section 151 Officer.
- To attend corporate finance and service directorate management team meetings as appropriate.
- To lead the coordination of revenue budget, medium term financial strategy, service plans and annual accounts in accordance with stringent timescales and processes for the whole of the Council and at other times as required by service directorates.
- In conjunction with client management, to manage the monitoring of budgets on a regular basis indicating any variations to service directorate management and senior finance management and advise on appropriate remedial action.
- To evaluate and model medium and long term budget implications of the Council and service directorates
- To manage the accurate and timely completion of grant claims, government and other returns in accordance with agreed timetables / deadlines.
- To ensure the accurate and regular maintenance of corporate finance and service systems during the financial year.
- To identify and participate in service transformation, improvement and efficiency projects.

- To facilitate the preparation and delivery of efficiency and savings plans for service directorates which support corporate long term financial planning including financial modelling and appraisal of options.
- To research and maintain awareness of alternative models of service delivery and in conjunction with budget managers, consider how these can be implemented within the Council and / or with partners.
- To ensure appropriate benchmarking is facilitated and supported within Finance and service Directorates.
- To appraise and evaluate additional funding stream opportunities.
- To identify opportunities to develop the use of corporate and service specific systems to support improved and efficient ways of working and that also add value to decision making.
- To support and advise the business planning and risk management strategies of corporate finance and service directorates.
- To performance manage, quality assure and continually improve the financial management service delivered to directorates.
- To deputise for the Head Of Finance as appropriate.
- To supervise, manage and develop staff members of the team to ensure continuous service improvement.
- To manage the day to day work priorities and functionality of the team.
- To undertake continual professional development.
- The postholder will be subject to rotation across financial management service teams on the same pay grade, as required.
- To be flexible to work at any administrative site within the borough as required.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

#### **About You**

#### **Your essential qualifications**

- CCAB/CIMA Qualified Accountant with sustained membership

#### **Your essential skills, knowledge and experience**

- Experience of budget preparation and control, closure of accounts in a large organisation and appraisal of business cases for new investment
- Ability to advise and influence through negotiation, persuasion, and motivation, senior budget holders and other staff, including those within own team
- Finance experience within a large complex organisation.
- Managerial experience within a finance environment, being able to demonstrate practical experience of leading, motivating and supporting colleagues to achieve key service objectives and outcomes
- Up-to date knowledge of relevant accounting practices.
- High level of organisational skills, with the ability to manage a multi-priority workload across a range of diverse service areas.
- Strong analytical skills to analyse and understand complex data to develop strategic options, recommendations, policies, operating standards and working practices within the service, with a track record of problem-solving focusing on practical solutions and service improvement.
- Ability to provide sound strategic financial advice and guidance to senior officers and elected members of a large and complex political organisation
- Ability to influence and negotiate successfully with a wide range of stakeholders and to secure positive outcomes
- Demonstrate commitment to and focus on quality, practices and promotes professional high standards to consistently improve outcomes
- Values diversity and difference, operates with integrity and openness
- Uses evidence to make improvements, seeks out innovation and actively develops themselves and others
- Effective oral and written communication skills with a confident and credible presentational style.
- Promote equality of opportunity and good working relationships in employment and service delivery and has the ability to take actions which support and promote this agenda.
- Demonstrable experience of use of IT and ledger packages to deliver finance service, including improving service delivery through IT solutions.

- A willingness to be flexible to reflect our generic approach to providing a financial management service to our customers.
- Capable of forming positive working relationships with Members, colleagues and clients
- Self Motivated
- Ability to work without direct supervision

**If you have the following experience or qualifications – then that’s great!**

- Management qualification and related experience
- Detailed understanding and working knowledge of Local Government Finance law, best practice and related issues
- Experience of Agresso financial management software

**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

**What can you expect from us?**

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside**

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

