

Post Specification

Date	April 2023
Post Group Number	5930
Post Title	Finance Manager
Job Family	Regulation and Technical
Job Family Role Profile	RT16
Final Grade	16

To be read in conjunction with the job family role profile

Service Area description

The Accountancy and Financial Planning team is part of the Finance Service. The team is responsible for providing support to front line Council services through a mixture of technical, operational and strategic advice. This support ensures that managers across the organisation can effectively manage their budgets, make effective decisions and develop and deliver change projects. The support also ensures that the financial systems and the subsequent accounting information is robust. In particular the team lead on providing both revenue and capital budget support to managers, developing the annual Budget and five year Medium Term Financial Plan, producing the annual Statement of Accounts and undertaking financial modelling to support saving proposals and change projects.

Purpose of this post

To support the Group Accountant in providing flexible and professional financial services to support the management of the Council budget in accordance with the Council Plan.

Key job specific accountabilities

1. Manage, motivate and support the development of staff within the Team in order to secure efficient performance of duties, including the recruitment of staff, undertaking performance appraisals and development reviews (in line with Council procedures and timescales), identifying training needs and ensuring the continuous professional development of staff and the development of the Service.
2. Represent Finance at meetings with Members, Chief Officers, senior officers of external organisations, and Government Departments and Agencies; providing advice on the financial implications of policy and service delivery issues.
3. Provide flexible and professional financial services to managers across the Council. This will include consulting on their requirements and formulating proposals to enhance service delivery and financial performance.
4. Maintain accounting records to a high standard, and complete financial statements, grant claims, returns etc., accurately and within the required deadlines.
5. To develop effective working relationships with budget managers to ensure an effective business partnering role between finance and services.
6. To ensure managers have appropriate financial skills to enable them to effectively manage the budget and utilise financial systems through training and coaching.

7. Proactively working with services and budget holders to identify and resolve financial issues through utilising best practice and innovative solutions.
8. Communicating effectively through understanding the needs and presentational requirements of the audience. Influencing and encouraging managers to consider financial issues within decision making.
9. Being an advocate for supporting the cultural change required to develop budget monitoring processes and systems to increase budget management capabilities.
10. Support managers in the development of reports, business cases and options papers, ensuring that financial implications are considered and that financial resource and value for money comments are informed, impartial and accurate.
11. Challenge inherent working methods and encourage Managers at all levels within the Council to change working practices where necessary to improve value for money from activities.
12. To support the delivery of financial services across the Council through demonstrating a flexible approach to work. This may involve working in other areas of the finance team and supporting projects.
13. To be externally focussed through developing effective working relationships with other local authorities, regional and national bodies and other organisations to identify alternative ways of working and to ensure best practice is adopted within Cumbria. Also to promote the good practice within Cumbria through these relationships.
14. Any other duties commensurate to the role

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • No budget responsibility
Staff Management Responsibilities	<ul style="list-style-type: none"> • This role is responsible for Accounting Administrators, Accounting Technicians and Accountants within the team.
Other	<ul style="list-style-type: none"> • Equipment; a limited range of IT equipment

Essential Criteria - Qualifications, knowledge, experience and expertise

- Qualified CCAB Accountant, or equivalent demonstrable experience and a willingness to complete professional qualification.
- Evidence of continuing personal and professional development.
- Extensive practical knowledge and technical background in budget preparation, monitoring and year end accounting practices and the application of current accounting standards.
- Experience of responding to auditor queries.
- Experience of providing advice on the financial implications of policy and service delivery issues
- Experience of introducing best practice and innovation with services.
- Experience of supporting the production of financial business cases.
- Experience of preparing grant claims and other statistical returns.
- Experience of training / coaching one on one or in a group environment.
- Experience of management and supervision of staff.
- Ability to make quick and accurate decisions when faced with limited information.
- Ability to work with non-finance managers to provide objective and understandable financial advice.
- Accurate numeracy, analytical and comprehension skills.
- Competent use of Microsoft Office packages, Word, Excel, PowerPoint or similar packages.
- Capacity to work effectively under pressure, prioritise and meet deadlines.
- High quality communication skills; written, report writing and presentational.
- Flexible approach to meeting the requirements of the client.

- Personal integrity and understanding of requirements of confidentiality.
- Commitment to improve service.
- A willingness to accommodate pressures in work through working flexibly.
- Ability to travel independently.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands

- Routine demands commensurate with the tasks and duties encountered in a modern office and challenging role of this type.

Physical Demands

- Limited physical demands, commensurate with those experienced in a normal office environment.

Working Conditions

- The Service Accountant will be required to interact on a regular basis with Members, for example leading for finance at Local Committees, Pensions Committee or Schools Forum. This requires a substantial degree of tact, political nous and understanding.
- The Service Accountant is expected to act professionally, independently and objectively to ensure that information provided for decision making purposes is accurate, considered and unbiased. It is recognised that can be a stressful experience for the Service Accountant.

Other Factors

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