



Cumberland Council

Post Specification

Date	March 2021
Post Group Number	5933
Post Title	Finance Manager – Financial Systems & Control
Job Family	Regulation & Technical
Job Family Role Profile	RT16
Final Grade	16

To be read in conjunction with the job family role profile

Service Area description

The Financial Systems & Control team is part of the Finance Directorate. The team leads on providing effective financial systems, both procedural and IT based, in order to ensure the Council is using systems to its optimum advantage. The team also provides advice regarding financial controls across the Council and is responsible for ensuring the correct receipt and recording of the Council's income.

Purpose of this post

To support the Group Finance Manager 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

- Support the Group Finance Manager to develop, evaluate, design and implement the financial systems strategy, leading on new modules and system improvements to ensure the council is utilising systems to its optimum advantage.
- Manage the day-to-day operations of the council's financial systems, utilising key resource, and liaison with key partners and departments to ensure systems are reliable, have effective controls, and perform within agreed standards and financial completeness.
- Lead the day-to-day financial system programme of work ensuring key milestones are met and resource allocation is effective and timely.
- Act as solutions architect on all key financial system developments and enhancements across the council, taking a lead role in product design, development and delivery.
- 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 County Council procedures and timescales), identifying training needs and ensuring the continuous professional development of the Service.
- Provide flexible and professional financial systems to customers across the Council. This will include consulting on their requirements and formulating proposals to enhance service delivery and improve financial performance. Ensuring financial reporting solutions remain effective and fit for purpose to support a culture of self service throughout the finance community
- To ensure managers and the financial community have appropriate financial system skills

to enable them to effectively manage the budget and utilise financial systems through training and coaching.

- Proactively working with the finance community to identify and resolve financial issues through utilising best practice and innovative solutions.
- Communicating effectively through understanding the needs and presentational requirements of the audience. Influencing and encouraging managers to consider financial system and process issues within decision making.
- 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 and use of financial systems.
- To undertake any other roles specific to the service being supported - these are likely to be wide ranging and varied.

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"> • Responsible for Financial Systems Development & Control Officers, Finance Officer – Financial Systems & Control & Finance Administrator – Financial Systems & Control
Other	<ul style="list-style-type: none"> •

Essential Criteria - Qualifications, knowledge, experience and expertise

- CCAB qualified; or educated to degree level in relevant subject; or relevant qualification in Project Management, ICT or Risk & Business Continuity.
- Evidence of continuing personal and professional development
- Extensive demonstrable knowledge of financial procedures and standards.
- Extensive demonstrable knowledge of financial systems
- Experience of introducing best practice and innovation with services.
- System implementation and data control operations.
- Significant experience of financial system development and delivery.
- Significant experience of project managing complex programmes of work.
- Good technical background in accounting covering all aspects of budget preparation, in year monitoring and forecasting and year end accounting.
- Demonstrable experience of formulating and delivering innovative system solutions to business problems.
- Experience of training / coaching one on one or in a group environment.
- Experience of management and supervision of staff.
- Experience of report writing and presenting at a senior level in the organisation.
- Accurate numeracy, analytical and comprehension skills.
- Demonstrable project management skills.
- Ability to interpret technical IT solutions for the benefit of business users
- High level of competency in IT solutions including the use Microsoft Office packages.
- Capacity to work effectively under pressure, prioritise and meet multiple deadlines.
- High quality communication skills; written, report writing and presentational.
- Flexible approach to meeting the requirements of the client.

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 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	Conditions as experienced in a normal working office environment.
Other Factors	
	<ul style="list-style-type: none">•