

Post Specification

Date	May 2025
Post Group Number	8559
Post Title	Finance Manager - Corporate
Job Family	Regulation & Technical
Job Family Role Profile	RT16
Final Grade	RT16

To be read in conjunction with the job family role profile

Service Area description

The Finance team is part of the Resources Directorate and 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 financial systems and accounting information is robust. In particular, the finance 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 provide flexible and professional financial services to support the management of the Council budget in accordance with the Council Plan
- To support the Group Accountant – Corporate in providing flexible and professional financial advice and expertise to deliver statutory accounting requirements, in year budget monitoring support and support development of the Medium-Term Financial Plan and Medium-Term Financial Strategy.

Key job specific accountabilities

1. 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 Local Government Finance and Accounting.
2. Provide flexible and professional financial services to managers across the Council.
3. Support the Group Accountant in providing technical expertise in the field of Local Government accounting and finance. This will include organising and providing such advice and training as is required to other Officers and Members to ensure full understanding and compliance within this area whilst keeping abreast of developments in Local Government Finance policy and practice in order to provide advice on a wide range of complex issues at national, regional and local level.
4. Support the development of the Medium-Term Finance Plan through the development of resource requirements.
5. Maintain accounting records to a high standard, and complete financial statements, grant claims, returns etc., accurately and within the required deadlines.

6. 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.
7. Being an advocate for supporting the cultural change required to develop budget monitoring processes and systems to increase budget management capabilities and support Managers in the development of reports ensuring that Finance can make informed, impartial and accurate resource and value for money comments. Influencing and encouraging managers to consider financial issues within decision making.
8. Develop effective working relationships with service managers to ensure an effective business partnering role between finance and services.
9. Ensuring managers have appropriate financial skills to enable them to effectively manage the budget and utilise financial systems through training and coaching.
10. Work proactively working with services and budget holders 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.
11. To support the delivery of financial services across the Council through demonstrating a flexible approach to work.
12. 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 ensure best practice is adopted by the Council.
13. 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
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 direct Budget responsibilities
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"> Significant level of technical accounting and public sector finance expertise

Essential Criteria - Qualifications, knowledge, experience and expertise

- Full CCAB/CIMA qualification
- Evidence of continuing personal and professional development
- Experience of responding to auditor queries
- Experience of management and supervision of staff
- Experience of training / coaching one on one or in a group environment
- Extensive practical knowledge and experience of budget preparation and monitoring and Local Government accounting in the public sector, in particular year end accounting practices and procedures.
- Experience of local authority statutory accounting requirements including capital and preparation of statement of accounts
- Extensive knowledge of International Accounting Standards and their application to Local Government.
- Demonstrable knowledge of the CIPFA Accounting and Service Reporting Codes of Practice.
- Extensive technical and practical knowledge and application of Local Government Financing arrangements and strategic planning in the public sector.
- Experience of report writing and presenting at a senior level in the organisation

- Experience of introducing best practice and innovation with services.
- Experience of preparing grant claims and other statistical returns.
- Accurate numeracy, analytical and comprehension skills with competent use of Microsoft Office packages, Word, Excel, PowerPoint or similar packages.
- Personal integrity and understanding of requirements of confidentiality.
- Experience of formulating, leading and managing change initiatives
- Evidence of delivering within a performance management culture
- Experience of working within a political environment including dealing with elected Members
- Experience of business partnering both internally and externally within a large complex organisation
- Ability to work effectively under pressure

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • Routine demands commensurate with the tasks and duties encountered in a modern office and challenging role of this type.
Physical Demands	<ul style="list-style-type: none"> • Limited physical demands, commensurate with those experienced in a normal office environment
Working Conditions	<ul style="list-style-type: none"> • Conditions as experienced in a normal working office environment
Other Factors	