

Post Specification

Post Specification - Key Information

- **Post Title:** Finance Manager – Financial Systems
- **Date:** April 2025
- **Post Group Number:** 5933
- **Job Family:** Regulation & Technical
- **Job Family Role Profile:** RT16
- **Final Grade:** Grade 16

To be read in conjunction with the job family role profile.

Service Area Description

The Financial Systems team is part of the Finance team. 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.

Purpose of this Post

To support the Group Finance Manager – Financial Systems 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. Support the Group Finance Manager – Financial Systems 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.
2. 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.
3. Lead the day to day financial system programme of work ensuring key milestones are met and resource allocation is effective and timely.
4. 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.
5. 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 the Council procedures and timescales), identifying training needs and ensuring the continuous professional development of staff and the development of the Service
6. 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.

7. 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.
8. Proactively working with the finance community to identify and resolve financial issues through utilising best practice and innovative solutions.
9. 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.
10. 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.
11. 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:** No budget responsibility
- **Staff Management Responsibilities:** Responsible for Financial Systems Development Officers, Finance Officer – Financial Systems and Finance Administrator – Financial Systems.
- **Other:** None

Essential Criteria

- **Qualifications:** (Required for the post)
 - 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.
- **Knowledge:** (Essential knowledge required for the post)
 - Extensive demonstrable knowledge of financial procedures and standards.
 - Extensive demonstrable knowledge of financial systems.
 - Accurate numeracy, analytical and comprehension skills.
 - Demonstrable project management skills.
- **Experience:** (Essential experience required for the post)
 - 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.
 - 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.
- **Expertise:** (Essential expertise required for the post)
 - Good technical background in accounting covering all aspects of budget preparation, in year monitoring and forecasting and year end accounting.
 - 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 and duties encountered in a modern office and 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 environment.

Other Factors:

- N/A