

Job Description and Person Specification

Job title:	Finance Manager – Financial Reporting
Directorate:	Resources
Service:	Finance and Property Service
Team:	Accountancy
Post number:	01660
Salary grade:	L
Work location:	Market Street
Reports to:	Chief Financial Accountant
Supervises:	Team including Deputy Finance Manager, Senior Accountants, Accountants and Assistant Accountants

Job Purpose

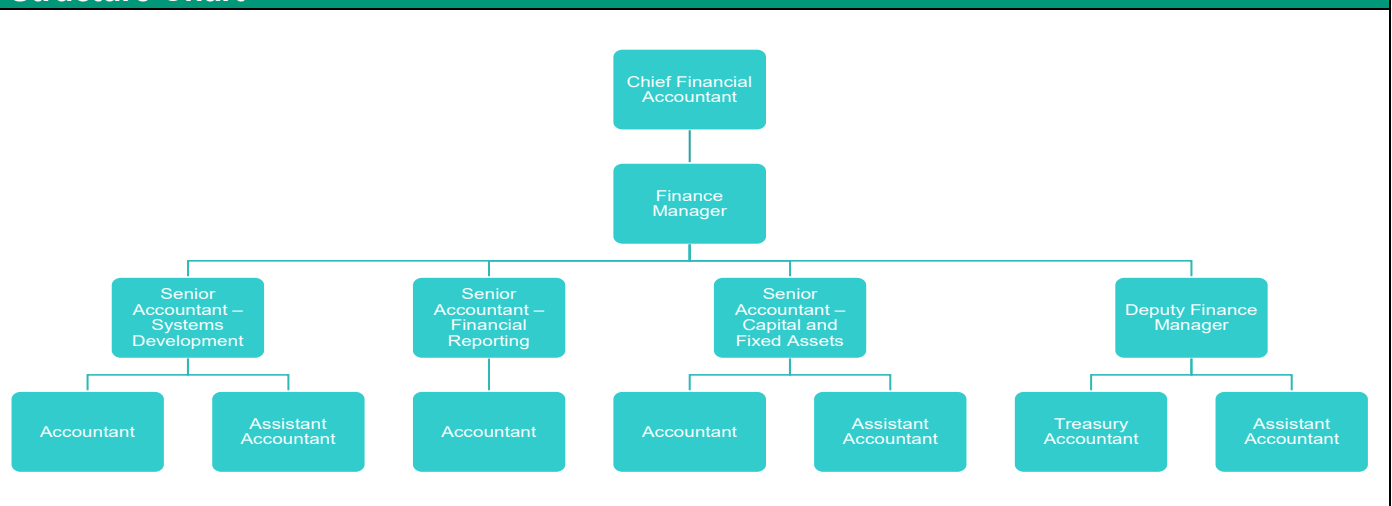
To effectively lead and manage a finance team that undertakes preparation and production of the annual financial statements, Whole Government Accountants, statutory returns and produce and monitor the annual capital programme and Council's treasury function.

To coordinate key accounting functions in respect of the production of the annual financial statements, Whole Government Accounts and liaison with external auditors. To coordinate key accounting functions in respect of the annual budget build for the capital programme and in year budget monitoring. To liaise with other Finance Managers and report to the Chief Financial Accountant and Head of Finance & Property in the coordination of resources throughout the whole accountancy service to ensure adequate accountancy support for the Council and schools.

To deputise for the Chief Financial Accountant as required.

To provide expert advice and support to Finance colleagues, to other managers within the organisation and to elected Members.

Structure Chart



Main Duties and Responsibilities

Service Management

To assist the Chief Financial Accountant in providing strong and effective management through :

- Promoting the Council's Corporate Values and ensuring the Council's Vision, Values and Objectives are achieved by providing a clear sense of purpose and direction within the accountancy function.
- Supporting service area projects, as required.
- Participating in corporate projects and initiatives, as required.
- Building positive working relationships with Council Members.
- Promoting equal opportunities, access to services and tackling discrimination both within and outside the Council.

Team Management

Ensure sound and robust leadership and management of the team through :

- Continuously reviewing opportunities to improve the efficiency and effectiveness of the team including the delivery of continuous improvement and best value.
- Ensuring high quality, expert financial advice is provided by supporting the team to develop their skills and knowledge.
- Effective financial management and ensuring effective financial control.
- Effective human resource management, encompassing implementation of the Council's Human Resource Management policies, procedures and guidance
- Effective performance management, including implementation of the Council's performance management practices.
- Effective Health and Safety management, including implementation of the Council's Health and Safety policies, procedures and practices.
- Embedding the Council's agreed Risk Assessment practices.

Specific Responsibilities

- Financial Accounting: Leading in providing the service area with accurate and effective financial advice, covering all aspects of the financial accounting.
- Financial Accounting: Developing and implementing technical advice to the service area. This will involve close liaison and working with lead officers. The post holder will be required to use knowledge and experience to make judgments as to appropriate solutions to problems.
- Financial Accounting: Ensure the resilience and accuracy of data held within the Council's financial management system.
- Financial Accounting: Production of the draft financial statements by deadline and compliant with accountancy guidance. The post holder will be required to maintain CPD.
- Financial Accounting: Ensuring all statutory returns are completed and submitted by the deadline.
- Capital: Budget monitoring and producing monthly narrative reports explaining the current financial position of the service areas and Council as a whole. Ensuring that variances to budget are fully understood and reported. Challenging leadership on their plans and advising on solutions.
- Capital: Coordinating the service area budget setting within the overall corporate financial

Main Duties and Responsibilities

- planning procedures and deadlines.
- Capital: Ensuring that the budget strategy for the Council is understood by the service area and also ensuring that the service area requirements are accurately reflected in the overall budget strategy.
- Capital: Ensuring all statutory returns are completed and submitted by the deadline.
- Capital Financing: Ensure compliance with the Prudential Code.

- Treasury: Ensure daily treasury functions are undertaken in compliance with the internal control framework.
- Treasury: Assist the Chief Financial Accountant in the development and ongoing maintenance of a robust capital financing model in support of the Council's approved capital programme.
- Treasury: Ensure a robust cash flow forecast for the Council is maintained and monitored.

- Working with the Chief Financial Accountant and other finance officers to develop a best practice financial management system to improve service quality
- Member of the accountancy management team
- Assisting the Chief Financial Accountant in the management and development of the accountancy function, and deputising when required.
- Preparing committee reports where there are financial implications. Attending committees to present reports as required.
- Liaising with officers and members.
- The post holder will be expected to use their own resources, judgment and initiative in order to provide a high quality, effective and efficient service to the service area.
- Any other duties commensurate with the grade.

Corporate

- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

Budget	Revenue and Capital	Approx. £130 million Indirect responsibility
	Capital	Approx. £131 million indirect responsibility
Staffing	Headcount	11
	Full time equivalent	9.8fte
Other	Compliance with statutory reporting framework	

Person Specification		
Qualifications	Essential/ Desirable	Internal Use Only
Fully qualified accountant with at least four years post qualification experience	E	1
Member of a professional accounting body and committed to continuing professional development	E	2
Experience		
Experience of producing financial statements	E	1
Experience of working in local government finance	E	2
Experience of leading, managing and motivating a team	E	3
Experience of working at a senior level within a finance department	E	4
Expertise in reviewing and analysing financial performance	E	5
Experienced in the provision of high level financial advice to senior officers	E	6
Experience of working with and presenting to senior management	D	1
Ability to write and present clear financial reports	E	7
Evidence of working in multi-disciplinary working parties	D	2
Experienced in handling external audit queries	E	8
Knowledge and understanding		
Good working knowledge of Local Government grants and funding	E	1
Good working knowledge of capital accounting	E	2
Good working knowledge of treasury management	E	3
In depth knowledge of Local Government	D	1
Understanding of the regulatory environment for local government and ability to interpret legislation	D	2
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2
Ability to provide direction to the team	E	3
Ability to facilitate change	D	1
Ability to develop productive working relationships with colleagues and stakeholders	E	4
Ability to manage the team and provide learning opportunities for employees	E	5
Ability to use resources effectively	D	2
Work-related personal qualities		
Leadership skills	E	1
Creativity and innovation	D	1
Excellent communication skills. High level interpersonal skills.	E	2
Able to work under pressure in a changing environment of competing needs	E	3
Good time management skills and ability to meet deadlines	E	4
Flexible approach to service provision	D	2
Politically sensitive	E	5
Other work-related requirements		
Ability to work occasional evenings to attend Council meetings	E	1
Full, clean driving licence	D	1
Enhanced DBS check with relevant barred list/s	No	
Is this post politically restricted?	Yes	

