



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Tees Valley Combined Authority.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Business Finance Manager

Vacancy ID: 008558

Salary: £51,361 - £54,641 Annually

Closing Date: 25/03/2018

Benefits & Grade

Grade SM4

Contract Details

Permanent

Contract Hours

37 hours per week

Interview Date

11 and 12-04-2018

Job Description

We are at the forefront of northern growth, and a flagship for successful devolution.

The appointee will be the Authority's business facing Finance lead and will proactively drive an integrated business financing function within the Combined Authority, including evaluating funding applications, advice to the Combined Authority on the best funding solutions for business propositions, co-ordinating the various sources of Combined Authority-funded finance available, liaising with local businesses, business organisations and intermediaries and signposting businesses to the best source of funding for their needs, and managing associated due diligence arrangements, all in support of the delivery of the Combined Authority's Strategic Economic Plan.

The Tees Valley Combined Authority is responsible for overseeing around £½ billion in investment funds, with more to come through new devolution deals.

Straddling the boundaries of County Durham and North Yorkshire, the Tees Valley covers five local authorities – Darlington, Hartlepool, Middlesbrough, Stockton and Redcar & Cleveland – with a combined population of 660,000.

The Authority incorporates the highly successful Local Enterprise Partnership and sustains strong links with the local business community and other partners. Together, we aim to create 25,000 jobs and £2.8bn extra growth by 2026. This is an exciting opportunity to take a key role in helping us achieve those goals.

Having recently expanded our senior management capacity we are now looking to recruit a Business Finance Manager to give advice and support to all areas of our operations, and lead on liaising with local businesses, business organisations and intermediaries to identify the best source of funding for their business development needs, including any internal and external grant and commercial funding mechanisms.

You will have a demonstrable track record in raising corporate finance, directly or in an advisory capacity, plus experience with different types of finance, including both debt and equity and experience of drawing up and/or assessing business funding applications, including managing due diligence processes.

For detailed information on this role, please refer to the Job Description and Person Specification.

For more information, visit www.teesvalley-ca.gov.uk/jobs.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

JOB DESCRIPTION

Post Title: Business Finance Manager
Post Reference: TVCA 139
Grade: SM4
Duration: Permanent
Responsible to: Business Director

Job Purpose

To lead and proactively drive an integrated business financing function within the Combined Authority, including evaluations and providing advice to the Combined Authority on the best funding solutions for business propositions, co-ordinating the various sources of Combined Authority-funded finance available, liaising with local businesses, business organisations and intermediaries and signposting businesses to the best source of funding for their needs, and managing associated due diligence arrangements, all in support of the delivery of the Combined Authority's Strategic Economic Plan ("SEP").

Duties & Responsibilities

1. To lead on private sector funding propositions made directly to the Combined Authority and in particular to advise on appropriate equity and debt structures and where other sources of funding are not available, to prepare and present investment recommendations to the Combined Authority's Investment Panel and/or Cabinet as required, including making recommendations as to the nature and structure that the investment should take.
2. Where the recommendation is for the Combined Authority to make a direct investment into a private sector business, to evaluate the investment proposition, make recommendations as to the due diligence requirements and manage the internal and external due diligence arrangements agreed in compliance with the agreed Assurance Framework.
3. To lead on the monitoring of the Combined Authority's private sector investment portfolio, including setting up monitoring arrangements and taking overall responsibility for managing and reporting on their performance.
4. To Identify the various sources of business finance available locally (including those funded by the Combined Authority) and to manage and co-ordinate the overall local business funding system to ensure it is coherent, accessible, flexible, fair and responsive, and that businesses are rapidly referred to the best source of finance for their needs.
5. To lead on the day to day relationship with the Business Compass finance for business function.

6. To manage relationships with the other lead managers of Combined Authority-funded business finance funds, and Contract Catalyst, to ensure the operation of effective systems and timely delivery against agreed objectives.
7. To lead for the Combined Authority on the relationship with British Business Bank and work with other potential investors and institutions to understand the parameters of private sector finance available in the market, and signpost and link local businesses to other potential investors and sources of funding wherever appropriate.
8. To work proactively with local businesses, business organisations and the professional community to maximise local awareness and take-up of available finance opportunities and mechanisms.
9. To work with the Combined Authority's partner councils and other public sector organisations to maximise awareness of local finance opportunities and processes and to ensure messaging is widespread and consistent.
10. To implement best practice and look for continuous improvement in getting available funds allocated, approved and disbursed properly and speedily to the right businesses to support delivery of the SEP, including through the awareness of successful funding initiatives elsewhere.
11. To monitor delivery against SEP objectives in terms of enabling businesses to access funding successfully and then deliver on agreed outputs and outcomes (such as jobs and growth).
12. To work with the Combined Authority's Legal & Commercial Manager to ensure the Combined Authority operates legally at all times in respect of this business finance function, including all required licences and approvals and compliance with all applicable financial regulations and requirements.
13. To work flexibly and undertake other duties and responsibilities commensurate with the grading and nature of the post.
14. To ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
15. To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
16. To take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authorities health and safety rules and legislative requirements

PERSON SPECIFICATION

Post Title: Business Finance Manager

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	<ul style="list-style-type: none"> Graduate or equivalent (in a related field e.g. Finance, and a recognised professional qualification, or the equivalent level of knowledge gained through significant demonstrable experience in a directly related area of work. 	<ul style="list-style-type: none"> ILM Level 7 Certificate in Strategic Leadership 	Application
Experience and knowledge	<ul style="list-style-type: none"> Experience of raising corporate finance, directly or in an advisory capacity, Experience with different types of finance, including both debt and equity, Experience of drawing up and/or assessing business funding applications, including managing due diligence processes Experience of working with professional intermediaries in a business context Setting up and managing corporate systems 	<ul style="list-style-type: none"> Experience of providing corporate finance advice Experience of managing funds Experience of managing output driven contracts with fund managers or similar Marketing experience 	Application and Interview
Skills	<ul style="list-style-type: none"> High level of financial and commercial acumen Can quickly and robustly assess viable funding opportunities Proactive networking skills Strong organisational skills and problem solving Strong stakeholder management 	<ul style="list-style-type: none"> Strategic planning Ability to write clear summary reports for a variety of audiences Matrix working across teams and lines of reporting 	Application and Interview
Personal Attributes	<ul style="list-style-type: none"> Motivated Results orientated 	<ul style="list-style-type: none"> Can deliver difficult messages when required 	Application and Interview

Conditions of Service

General

Conditions of service generally are those contained in the appropriate National Joint Council Schemes. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours, from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). There is a flexible working hours scheme in operation.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Authority is working towards an environment where all employees receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Authority operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Authority. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Authority in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.