

North of Tyne Combined Authority
Job Description



Post Title: Lead Financial Adviser (A4479)

Evaluation: 672 Points

Grade: N11

Responsible to: Section 73 Officer

Responsible for: N/a

Job Purpose: To provide financial advice and guidance to the North of Tyne Combined Authority to improve business performance and the delivery of the Combined Authority's vision, priorities and values.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To deputise of the Section 73 Officer on all financial matters relating to the Combined Authority.
2. To develop and maintain Financial Regulations for the Combined authority and in doing so to provide financial advice and support to the Elected mayor and Directors and Officers in the discharge of their responsibilities as set out within those regulations.
3. To act as the initial point of contact for the Head of Paid Service and Directors and other senior staff within the Combined Authority in respect of finance matters.
4. To identify, develop and support opportunities and initiatives to transform the delivery of financial services across the Combined Authority.
5. To identify and support the implementation of business process improvements.
6. Preparing, controlling and monitoring revenue and capital budgets including relevant budget monitor reports and presenting the section 73 report.
7. To provide financial advice, assessment of financial risks and guidance for managers in allocated service areas.

8. To acquire and maintain comprehensive service specific knowledge and support policy development as appropriate.
9. To develop capital and revenue business cases and options appraisals in support of business objectives.
10. To identify, investigate and support the reduction of cost pressures.
11. To lead the preparation of the annual statement of accounts, closedown process, and liaise with the external auditor and responding to external audit queries.
12. To identify additional income generation opportunities and/or savings.
13. To undertake process and service benchmarking.
14. To develop and maintain effective working relationships to support co-operative ways of working, effective decision making and management of financial resources, including provision of the elements of the Finance and Procurement SLA agreements provided by North Tyneside Council
15. To ensure that accurate accounting records are maintained.
16. To provide financial coaching and mentoring as appropriate.
17. To represent the Combined Authority on relevant external bodies as required.
18. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.