

Northumberland County Council
JOB DESCRIPTION

Post Title: Finance Manager		Director/Service/Sector: Finance		Office Use JE ref: Z140 HRMS ref:
Grade: 13		Workplace: County Hall		
Responsible to: Service Director - Finance		Date: November 2015	Lead & Man Induction:	
Job Purpose: In conjunction with the Service Director - Finance and the Corporate Leadership Team, to be responsible for developing and implementing the Council's Strategic Finance and Corporate Services Programme and to manage the delivery of programmes, projects and initiatives across specific Departments and the Authority. To act as deputy to the Service Director - Finance. To provide and initiate leadership, management and advice, on all Corporate Finance and Business-related issues, including: <ul style="list-style-type: none">• Corporate, Strategic Finance, external funding and Operational Management Plans, Financial Regulations, Business Management Plans (including service reviews and management of efficiencies).• To provide effective co-ordination and management in the directorate, including the setting and achievement of business targets and performance management.• To make an innovative and effective contribution to the Corporate Management of the Directorate and County Council.• To effectively and efficiently manage resources from across Finance on specific/ad-hoc projects in a collaborative manner.• To calculate and advise the Service Director - Finance on the impact of changes to central government funding mechanisms and the potential; impact upon council tax, business rates and rent levels.• To instil and continuously encourage a culture of Customer Care and Engagement across the Division.• To actively contribute towards the productions of the Authority's revenue and capital medium term financial plans and 30 year business plan for the Housing Revenue Account.• Ensuring the authority meets its statutory timetable for production of the annual accounts and submission of grant claims and returns and liaison with the external auditors in relation to these.• Continuously promoting and reviewing effective partnership arrangements, for the delivery of high quality services, through effective and constructive relationships with colleagues and external contacts• Responsibility for providing and managing the financial services for all departments including Active Northumberland, at board level.				
Resources	Staff	Manage, oversee and lead/advise a diverse team of Professional, Technical, Finance, and Administrative support staff and, as necessary Interims and Sub-Contractors providing front line and or back office services. Number of staff circa. 25.		
	Finance	Budget monitoring for all treasury management and corporate budgets – Net expenditure approximately £41 million per annum, Treasury management activity of approximately £658 million of borrowing and approximately £238 million of investment balances. Effectively and proactively manage service contracts and service level agreements with contractors, clients and community partners. Proactively contributing to the efficient and effective running of the team, including leading on the effective financial management of resources allocated. To manage the overall budget of the authority in conjunctions with the Corporate Leadership Team, ensuring that any variation from approved budget is known and rectified. To monitor the budget of all government grant budgets – amounting to income of £130 million per annum. To monitor and forecast Business Rate income of approximately £76 million per annum in conjunction with the Governments Business Rates retention scheme. The calculate annual council tax levels which generate income of approximately £144 million per annum.		
	Physical	Design, maintain and operate strategic programme and project management and financial systems and other key corporate systems. Ensure all relevant data is maintained, updated and utilised in the most efficient format possible.		
	Clients	Proactively leads, develops and oversees corporate financial and business support management programmes that have a significant impact upon the well being of all services. Ensure compliance with relevant legislation, council policies and procedures. Corporate Leadership Team; Schools (Head Teachers, Governors, Bursars; and Admin staff); Central Government Departments; Local Government Association; Society of County Treasurers; Society of Municipal Treasurers; Association of North East Councils; Tyne & Wear Treasurers; North East Fire & Rescue Authorities (Fire Private Finance Initiative); SITA (Waste PFI); External Audit; SECTOR, Finance Brokers, Banks (Treasury Management); Chartered Institute of Public Finance & Accountancy; Northumbria Police Authority; Parish Councils; Grant awarding bodies; External Legal/Financial Advisors; Leisure Trusts; General Public Council Tax Payers (FOI Requests), Members; Arch; Local Government Information Unit (LGIU); Other Local Authorities; Northumbria Healthcare NHS Foundation Trust; NEPO. Active Northumberland..		

Duties and key result areas:

1. Proactively manage and, in conjunction with the relevant Corporate Leadership Team Member, delegate and direct the financial, human (including sub-contractors), and physical resources of the service to effectively achieve corporate objectives.
2. To act as Deputy to the Service Director - Finance.
3. Effectively and efficiently manage a team of Financial, managers and sub-contractors, overseeing the delivery of services on a day-to-day basis.
4. Ensure that an efficient, high quality and cost effective service is delivered, which may include commissioning of services to provide additional professional support, to ensure the delivery of the Council's agreed priorities.
5. Provide professional advice to and develop working relationships with elected members, Corporate Leadership Team, on strategic matters, relating to Finance, including contributing to the preparation of Service Plans and Service Reviews and to contribute to the preparation of, and take a lead on, substantial elements of the service.
6. Calculate and advise the Service Director - Finance on the impact of changes to central government funding mechanisms and the potential impact upon council tax, business rates and rent levels.
7. Continuously ensure that the service operates effective performance management procedures and that both staff and service development is fully supported through appraisal, training and development.
8. Develop systems that effectively link in with the ethos of the Corporate Plan and the corporate financial and human resources strategies.
9. Effectively supervise staff by co-ordinating and delegating work, as appropriate, providing clear guidance and motivating multi-skilled and multi-disciplined teams to achieve service objectives.
10. Implement quality standards, planning and workforce development processes, within the service and assist in the recruitment, selection, induction, discipline, training and development of staff across all Council services, as appropriate.
11. Maintain and ensure effective management, communication systems and processes within the service.
12. Continuously promote and review effective partnership arrangements, for the delivery of high quality services, through effective and constructive relationships with colleagues and external contacts.
13. Continuously review effective joint working and planning with all relevant external agencies, so as to promote effective collaboration and to maximise the Council's role, function and influence in relation to all aspects of service provision, including actively promoting the role of the service and Council at local, regional and national level.
14. Be an integral member of the Corporate Resources Management Team, which leads and fully participates in the strategic planning and management processes for all Council services.
15. To actively promote and represent the interests of Northumberland and the County Council, in relation to service activities and policies at a local regional and national level, as appropriate, particularly through participation in relevant programmes, showcasing good practice and contributing to exchange networks.
16. Review, interpret, explain, implement and enforce statutory (Government) and County Council regulations, ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions, through negotiation.
17. Providing strategic financial advice ensuring compliance with financial regulations.
18. Contribute to the implementation of the Council's ERP system; including development of the corporate reporting tools and future maintenance and improvement.
19. Prepare and present reports on behalf of the Service Director - Finance to the County Council, Cabinet, Scrutiny and other Committees and meetings as required.
20. Be proactive in the identification of opportunities for 'value for money improvements', by contributing to the preparation, modelling and evaluation (financial and human resources implications) of business cases, on all proposed major revenue and capital investments.
21. Take a lead role in the formulation of the four-year financial plan, covering both revenue and capital, and a 30 year Business Plan for the Housing Revenue Account.
22. Contribute to the continuous improvement of the Directorate through a rigorous and ongoing process of review of those functions within the remit of the post; by ensuring that service costs are regularly benchmarked in order to assist with the identification of efficiency measures..
23. Co-ordinate revenue and capital plans and ensure that external funding is obtained and maximised and provides the Council with value for money.
24. Ensure that the Statutory Accounts are compiled in accordance with the relevant legislation.
25. Undertake specific project work that may be allocated by the Service Director - Finance.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post-holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements:	Involves some travel to work sites, area offices or training venues throughout the County and further afield on occasion. Normal office hours but flexi-hours apply. At certain times of the year there will be work required in unsocial hours. Office based
Working patterns:	
Working conditions:	

Northumberland County Council
PERSON SPECIFICATION

Post Title: Finance Manager	Director/Service/Sector: Finance	Ref: Z140
Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>Degree level, higher degree, professional qualifications from a recognised Finance related Chartered Institute, plus recent and relevant post qualification training, additional qualifications and experience in a relevant context.</p> <p>Evidence of recent and relevant management training i.e. DMS or CIM</p> <p>Evidence of experience and appreciation of cross-cutting issues and challenges.</p> <p>In-depth knowledge of professional theory, practice and procedures.</p> <p>Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.</p> <p>Knowledge of current financial, regulations, policies, procedures, trends and developments.</p> <p>Commercially aware and understands the relationship between costs, quality, customer care and corporate performance assessments.</p> <p>Thorough understanding of Health & Safety legislation and the ability to produce concise but accurate risk assessments.</p> <p>Understanding and able to interpret and implement contemporary issues within the service.</p> <p>Evidence of continuing professional and managerial development.</p>	<p>Relevant management degree e.g. MBA.</p> <p>Knowledge of Prince 2</p>	
Experience		
<p>Recent and relevant post-qualification experience in a relevant context.</p> <p>Experience of a range of strategic management functions</p> <p>A breadth of work experience in selecting and applying the full range of professional methods, tools and techniques in a wide range of work solutions.</p> <p>An evidenced track record of successful management and achievement of objectives in an organisation of comparable scope and complexity.</p> <p>Evidence of experience of working successfully in partnership with public and private sector organisations.</p> <p>A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners.</p> <p>Substantial experience and a proven track record in the formulation and delivery of strategies and policies within an organisation of comparable scope and complexity.</p> <p>Substantial experience and demonstrable success in the management of change and of securing the support of others in the process.</p> <p>Experience of resource management within a comparable organisation.</p> <p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.</p> <p>Evidence of successfully supervising staff and their productivity.</p>	<p>Knowledge of local government</p> <p>Experience in using Oracle or other ERP applications.</p>	
Skills and competencies		
<p>Demonstrable evidence of ability to disseminate acquired knowledge.</p> <p>Demonstrable evidence of ability to motivate and develop staff.</p> <p>Ability to work effectively and proactively take the initiative.</p> <p>Prepares concise but effective written, verbal and other media communications to best professional standards.</p>		

<p>Effectively expresses views, using appropriate means, dependent on audience. Nurate and able to effectively analyse and interpret complex business statistics. Persistence in applying a methodical approach to problem solving. Effective negotiation skills and able to persuade others to an alternative point of view. Be an active and effective advocate for the team, both within and externally. Maintains a professional demeanour in stressful and difficult situations. Highly effective in presenting information and expressing appropriate views. Effective budgeting and financial management skills. Well developed skills in Microsoft Office and general IT skills and awareness. Ability to provide evidence of visible and supportive leadership, empowering, enabling, motivating and developing staff and fostering a positive organisational culture. Ability to operate effectively within the democratic process and to develop productive working relationships with Council Members that command respect, trust and confidence. Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular. Demonstrable ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions. Well-developed networking, partnership, advocacy, negotiating and presentation skills which are persuasive and influential with others. Customer orientation and core skills. Financial and commercial awareness. Well-developed interpersonal and communication skills, to relate effectively to and command respect, trust and confidence of colleagues, Council Members and other stakeholders.</p>		
Physical, mental and emotional demands		
<p>Normally works from a seated position but with regular need to walk, bend or carry items. Need to maintain general awareness with some lengthy periods of enhanced concentration. Frequent contact with public/clients in dispute/negotiations with the Council. Able to manage conflict with the Corporate Leadership Team and Budget Managers in challenging and economic times with limited resources. Able to work unsupervised.</p>		
Motivation		
<p>A proactive corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Self-reliant, able to exercise discretion and possessing the ability to manage time effectively. Models and encourages high standards of honesty, integrity, openness and respect for others. Actively helps managers and staff create a positive work culture, in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated. Works with minimal direct supervision. Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders.</p>		
Other		
<p>The ability to drive and, as necessary, work unsocial working hours. Able to meet the transport requirements of the post.</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits