

JOB DESCRIPTION

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| Post Title: Financial Controller | Director/Service/Sector Business Development/ Improvement & Innovation/Transactions | | Office Use |
| Grade: Band 11 | Workplace: County Hall Based and Agile | | JE ref:Z249 HRMS ref: |
| Responsible to: Director – Business Development, Improvement & Innovation; Group Company Secretary and Boards of Northumberland Enterprise Holdings Ltd (“NEHL”) and all subsidiaries (together with NEHL hereafter referred to as “NEHL Group”) | Date: September 2021 | Manager Lever: | |
| <p>Job Purpose:</p> <ul style="list-style-type: none"> • To be responsible for the provision of financial information, analysis, and advice to the Senior Management Team of NEHL Group, the wholly owned subsidiaries, and for the day-to-day operations of the commercial finance function of the NEHL Group. • To evaluate company needs and implement financial management policies, processes, and systems across the business, in collaboration with the NCC financial management team to ensure consistency and conformity with NCC systems and requirements. • To provide and initiate leadership, management and advice, on all Corporate Financial Transactions Management related issues, including:- • Corporate Financial Transactional Management Plan, to formulate Performance & Business plans for the NEHL Group. • To provide effective co-ordination and management in the NEHL Group of business targets and performance management. • To make an effective contribution to the Corporate Management of the NEHL Group, Division, Directorate and County Council. • To manage resources from across NEHL Group and Corporate departments on specific/ad-hoc projects in a collaborative manner. • To instil a culture of Customer Care and Engagement across the NEHL Group • To carry out other commercial financial projects as required by NCC. | | | |
| Resources | Staff | There will be no staff to manage. | |
| | Finance | Direct overall responsibility for managing budgets of between £300k to £2 million gross income / expenditure, monitoring and controlling expenditure against forecasts. Effectively manage service contracts and service level agreements with contractors, clients, the Council and community partners. | |
| | Physical | Will use commercial accountancy / management software (eg SAGE Cloud). | |
| | Clients | Leads, develops and oversees corporate financial transactional management. Receives and pays 250 invoices per annum. Clients will include external 3 rd parties and may include the Council. | |
| <p>Duties and key result areas:</p> <ol style="list-style-type: none"> 1. Prepare and administer Monthly Management Accounts. 2. Preparation of NEHL Group Board finance pack and monthly management reporting. 3. Supporting the Directors and Group Company Secretary at Board Meetings. 4. Involvement in business case costing activities | | | |

5. Financial modelling for bidding and contract negotiation purposes
6. Annual budgeting, monthly forecasting
7. Statutory reporting.
8. Administering and managing NEHL Group day to day credit control, payroll, VAT & taxation, cashflow management, accounts payable and accounts receivable processes, treasury in collaboration with NEHL Group senior management team.
9. Process implementation and improvement.
10. Providing reports and metrics on funded projects.
11. Cash-flow management and forecasting.
12. Liaising with NEHL Group Accountants, Audit, VAT & tax and other advisors.
13. Liaising with NEHL Group senior management team to prepare and report on annual budgets.
14. Liaising with NCC financial management team to assist with any required finance support in support of NCC annual accounting, budgeting and audit requirements.
15. Ad hoc financial support to staff across the NEHL Group business.
16. Manage, delegate and direct the human (including sub-contractors), physical and financial resources of the service to effectively achieve corporate objectives.
17. Read and understand the operating environment to ensure that services develop, remain viable, responsive and totally customer focused.
18. Ensure that an efficient, high quality and cost effective service is delivered by private sector partners, commissioned to provide additional professional support, to ensure the delivery of the Council's agreed priorities.
19. Ensure that services operate effective performance management procedures and that both staff and service development is fully supported through appraisal, training and development.
20. Continuously motivate teams and individuals by providing clear delegation and direction, always maintaining positive relationships with employees and suppliers.
21. Maintain effective management, communication systems and processes within the service and, in conjunction with senior colleagues, ensure that employees, including suppliers, at all levels, are fully aware of their respective roles, functions and responsibilities and changes to legislation, NEHL or Council policies.
22. Continuously promote effective partnership arrangements, for the delivery of high quality services, through effective and constructive relationships with colleagues and external contacts.
23. To be responsible for the identification of opportunities for 'value for money improvements', in resource usage and to monitor and report on the performance of all assets, including bringing forward rationalisation/expansion proposals as necessary.
24. Ensure that robust mechanisms are continuously developed to establish and monitor the effectiveness of service related strategies, policies and practices.
25. As an integral member of the Corporate Finance Service Management Team, fully participate in the corporate planning and management processes for the service.
26. Promote ongoing good relations with all other Directorates of the Council with a view to achieving the most effective performance of its functions to achieve a co-ordinated approach to the development and provision of services.
27. Ensure effective joint working and planning with all relevant external agencies, so as to maximise the Council's role, function and influence in relation to all aspects of service provision.
28. Actively promote the role of the service and Council in relation to its service activities and policies at local, regional and national level as appropriate.

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:
Working patterns:
Working conditions:

Involves travel to work sites, area offices or training venues throughout the County and further afield on occasion.
Normal office hours but flexi-hours may apply, if cover provided.

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| | Predominantly office based but with minimal exposure to working outdoors. Agile working will be promoted. |
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PERSON SPECIFICATION

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| Post Title: Financial Controller | Director/Service/Sector: Finance/ Financial Services/Transactions | Ref:Z249 |
| Essential | Desirable | Assess by |
| Knowledge and Qualifications | | |
| <ul style="list-style-type: none"> • ACA, ACCA or CIMA Qualified. <p>Degree level or equivalent suitable evidenced experience. Evidence of recent relevant Management Training i.e DMS Relevant professional qualification Thorough understanding of relevant legislation, regulations and professional best practice. Thorough understanding of contemporary issues within the service. Evidence of continuing professional and managerial development.</p> | | |
| Experience | | |
| <ul style="list-style-type: none"> • Experience managing cashflow, credit control, payroll, VAT, AP, and AR. • Experience in set up of business controls and processes. • Experience working with budgets, forecasts, and financial planning. • Experience of using accounting software. • Demonstrable experience of consolidating various corporate systems to extract process synergies to improve the success of complex projects. • Demonstrable experience of project focused service provision/project costing, cost tracking, invoicing, purchase order processing, expense/bill processing, payroll processing etc. • Demonstrable experience of business plan development at strategic and operational level. <p>Recent extensive experience and consistent successful managerial achievement within an organisation of comparable scope and complexity. A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners. Experience and a proven track record in the formulation and delivery of strategies and policies within an organisation of comparable scope and complexity. Experience and demonstrable success in the management of change and of securing the support of others in the process. Experience of resource management within a comparable organisation. A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.</p> | <ul style="list-style-type: none"> • Demonstrable experience of simultaneous working across a varied range of projects. • Demonstrable experience of undertaking financial due diligence work on other companies / projects. • Demonstrable experience of company set-up. <p>Experience of a range of strategic management functions. Knowledge of local government corporate management systems.</p> | |

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| Skills and competencies | | |
| <ul style="list-style-type: none"> • Strong financial reporting and analysis skills. • Effective at managing and influencing stakeholders. • Effective and clear communicator. • Strong organisational skills. <p>Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the staff and fostering a positive organisational culture.</p> <p>Ability to operate effectively within the democratic process and to develop productive working relationships with Council Members that command respect, trust and confidence.</p> <p>Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular.</p> <p>Strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems.</p> <p>Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions.</p> <p>Well developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others. Customer orientation and core skills.</p> <p>Financial and commercial awareness.</p> <p>Well developed IT skills and awareness.</p> <p>Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders.</p> | <ul style="list-style-type: none"> • Leadership qualities. | |
| Physical, mental and emotional demands | | |
| <p>Normally works from a seated position but with regular need to walk, bend or carry items.</p> <p>Need to maintain general awareness with some lengthy periods of enhanced concentration.</p> <p>Regular contact with public/clients in dispute/negotiations with the Council.</p> <p>Some exposure to working outdoors as necessary.</p> | | |
| Motivation | | |
| <ul style="list-style-type: none"> • High self-drive and initiative. • Ability to work individually and as part of a team. • Demonstrable ability to adapt to novel and challenging situations. | | |

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| <p>A 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. Helps managers create a positive work culture, in which diverse, individual contributions and perspectives are valued. Positive and achievement orientated. Works with little direct supervision. Personality, conduct and credibility that engages and commands the confidence of colleagues, Directors, 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