 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b>  <b>Finance, Development &amp; Business Services</b>		<b>Service Area:</b>  <b>Finance</b>
<b>JOB TITLE: Finance Manager</b>		
<b>GRADE: O</b>		
<b>REPORTING TO: Strategic Finance Manager/Chief Accountant</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>  Under the direction of a Strategic Finance Manager/Chief Accountant, responsibility for financial services covering one or more of the following : <ul style="list-style-type: none"> <li>• Developing financial plans and strategies in order to align financial resources to corporate and service strategies and plans.</li> <li>• Providing specialist financial support to a range of organisational change and development projects, such as capital developments, efficiency programmes, Town Centres developments etc.</li> <li>• Co-ordination and Development of the Councils Medium Term Financial Plan</li> <li>• Co-ordination and development of the Capital Programme</li> <li>• Provide financial advice and support to Directors and Senior Managers, Management of the process to prepare the statement of accounts</li> <li>• Management of the budget preparation and management process</li> <li>• Support the Chief Accountant in delivering the treasury management and VAT functions</li> </ul>	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1.	Support and influence the development of the Councils financial and asset strategies and plans.
	2.	The preparation of budgets in line with Corporate standards and timescales.
	3.	Plan, organise and manage the budget management process in line with Corporate standards and timescales.
	4.	Provide specialist financial and technical advice on a range of strategic developments, including schemes involving complex funding arrangements and those delivering efficiencies
	5.	Provide financial advice and support to Directors and Senior Managers
	6	Provide financial direction, advice and support to a range of complex development projects and initiatives. Develop and evaluate options, determine long term sustainable solutions and safeguard the interests of the Council.

	7	Support the preparation of bids for external funding and oversee any associated claims and returns.
	8	Identify, analyse and interpret legislation, government guidance and initiatives covering the area of responsibility and assess the financial implications, risks and opportunities for the Council.
	9	Manage the preparation of the Council's Statement of Accounts within agreed timescales and manage control and monitoring of VAT and manage Treasury Management functions
	10	To establish and develop effective partnerships with other organisations to integrate the financial plans and strategies of partners with those of the Council.
	11	To support and promote the development and improvement of the Finance and Business Services Directorate and the Council and promote strong and effective employee engagement.
	12	To ensure a culture of co-operation and effective joint working is maintained and ensure the service is customer focussed.
	13	Deputise for the Strategic Finance Manager/Chief Accountant as required.
	14	To appraise staff and to assist in their training and development and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)	.....	.....	..... .

**Job Description dated            Jan 2022**



## PERSON SPECIFICATION


Job Title/Grade	<b>Finance Manager</b>	<b>O</b>
Directorate / Service Area	<b>Finance, Development &amp; Business Services</b>	<b>Finance</b>
Post Ref:		

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>• CCAB Qualified</li> </ul>	<ul style="list-style-type: none"> <li>• Local Government Accounting</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>• Significant Financial Management experience</li> <li>• Legislation affecting Local Government Finance,</li> <li>• Recent management experience at a senior level</li> </ul>	<ul style="list-style-type: none"> <li>• Local Government or Public Sector experience</li> </ul>	Application / Interview

Knowledge & Skills	<ul style="list-style-type: none"> <li>• Demonstrable knowledge and understanding of the current issues faced by Local Government, and in particular the Service Area.</li> <li>• Ability to think widely and solve complex problems logically.</li> <li>• Ability to communicate both orally and in writing with a wide range of people</li> <li>• Coaching and mentoring skills</li> <li>• Planning and organising</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with and the ability to use information technology to improve processes.</li> <li>• Organisational Development and Change Management</li> </ul>	
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>• The personal demeanour and credibility, which inspires confidence and motivates colleagues.</li> <li>• High personal standards of self-discipline in working to deadlines</li> <li>• Highly motivated</li> </ul>		Application / Interview
Other requirements			

Person Specification dated

Jan 2022

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Finance, Development and Business Services	<b>SERVICE AREA:</b> Finance Services
<b>JOB TITLE: Finance Manager</b>	
<b>GRADE: O</b>	
<b>REPORTING TO: Strategic Finance Manager</b>	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail	N/A
No known risks associated with this role	

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager:



Date: 10.01.22