	>	Stockton-on-Tees BOROUGH COUNCIL	JOB DESCRIPTION	
Directo	Directorate:		Service Area:	
Finance, Development & Business Services		evelopment & Business	Finance	
JOB TI	TLE:	Finance Manager		
GRADE	: 0			
REPOR	TING	G TO: Strategic Finance Manage	er/Chief Accountant	
1.	JOI	B SUMMARY:		
	res • • • •	 corporate and service strategies and plans. Providing specialist financial support to a range of organisational change and development projects, such as capital developments, efficiency programmes, Town Centres developments etc. Co-ordination and Development of the Councils Medium Term Financial Plan Co-ordination and development of the Capital Programme Provide financial advice and support to Directors and Senior Managers, Management of the process to prepare the statement of accounts Management of the budget preparation and management process 		
2.	MA	IN RESPONSIBILITIES AND RE	QUIREMENTS	
	1.	Support and influence the development strategies and plans.	opment of the Councils financial and asset	
	2.	The preparation of budgets in lir	ne with Corporate standards and timescales.	
	3.	Plan, organise and manage the Corporate standards and timeso	budget management process in line with cales.	
	4.	·	technical advice on a range of strategic es involving complex funding arrangements and	
	5.	•	pport to Directors and Senior Managers	
	6	development projects and initiat	ce and support to a range of complex ives. Develop and evaluate options, determine 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.

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

Job Description dated Jan 2022



PERSON SPECIFICATION

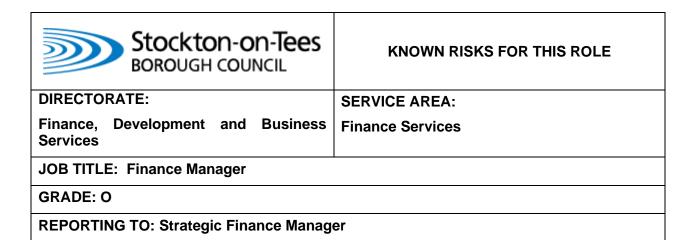
Job Title/Grade	Finance Manager	0
Directorate / Service Area	Finance, Development & Business Services	Finance
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	CCAB Qualified	Local Government Accounting	Application form
Experience	 Significant Financial Management experience Legislation affecting Local Government Finance, Recent management experience at a senior level 	Local Government or Public Sector experience	Application / Interview

Knowledge & Skills	 Demonstrable knowledge and understanding of the current issues faced by Local Government, and in particular the Service Area. Ability to think widely and solve complex problems logically. Ability to communicate both orally and in writing with a wide range of people Coaching and mentoring skills Planning and organising 	 Familiarity with and the ability to use information technology to improve processes. Organisational Development and Change Management 	
Specific behaviours relevant to the post	 Demonstrate the Council's Behaviours which underpin the Culture Statement. The personal demeanour and credibility, which inspires confidence and motivates colleagues. High personal standards of self-discipline in working to deadlines Highly motivated 		Application / Interview
Other requirements			

Person Specification dated

Jan 2022



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: 25.05.22