



JOB DESCRIPTION

Post Title:	Assistant Finance Manager
Post Reference:	TVCA 159
Grade:	M
Duration:	Permanent
Responsible to:	Finance Manager

Job Purpose

Under the direction of the Finance Manager, the provision of financial services covering one or more of the following:

- Supporting the development of financial plans and strategies in order to align financial resources to corporate and service strategies and plans.
- Providing financial support and influence to a range of complex projects and programmes including the Combined Authority's efficiency programme.
- Support the Development of the Combined Authority's Investment Plan and Medium Term Financial Plan.
- Provide financial support and advice to Service Managers and Directors.

Duties & Responsibilities

1. Support the Finance Manager in the development and maintenance of the Investment Plan and Medium Term Financial Plan.
2. Support and influence the development and delivery of the Combined Authority's efficiency programmes and monitor their delivery.
3. Provide financial advice and support to a range of complex corporate development projects and initiatives. Develop and evaluate options, determine long term sustainable solutions and safeguard the interests of the Combined Authority.
4. Provision of financial support and advice to Service and Project Managers.
5. The preparation of the budget for the Service Area in line with Corporate standards and timescales.
6. Support the development of effective partnerships with other organisations to integrate the financial plans and strategies of partners with those of the Combined Authority
7. Plan, organise and manage the budget monitoring control process for the Service Area in line with agreed risks and standards.
8. Analyse trends and develop forecasts using budget and activity data to inform and influence the MTFP and Capital Programme.
9. To assist in the preparation of the Statement of Accounts within legislative timescales and format, completing all statutory returns, questionnaires & statistics.
10. Co-ordination and preparation of statistical returns and all external Financial Reporting in accordance with the relevant policies.



11. Analysing and interpreting legislation, government guidance and initiatives covering the area of responsibility and assess the financial implications, risks and opportunities for the Combined Authority.
12. Support treasury management activity around investment and borrowing in line with the strategy and, control and monitoring of VAT.
13. To support and promote the development and improvement of the Finance Service and the Combined Authority and promote strong and effective employee engagement.
14. To ensure a culture of co-operation and effective joint working is maintained and ensure the service is customer focussed.
15. Co-ordination and supervision of all the Combined Authority's grant claim processes. Ensuring that staff are trained in and made aware of relevant policies and procedures regarding compliance with grant regulations.
16. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
17. The post holder agrees to working flexibly against the undertaking of duties for any and all part of the Group, (defined as TVCA, TIAL, STDC or Teesworks), which are commensurate with this job description, at the reasonable request of their manager. Where these duties require indemnification, a separate Group Support Services Agreement pro forma will be issued.
18. To work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
19. To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
20. To take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authorities health and safety rules and legislative requirements