

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Economic Development and Growth - Finance Manager		<b>Group – Economic Development and Growth</b>		<b>Office Use</b>	
<b>Grade:</b> 10		<b>Workplace:</b> County Hall Based		JE ref: 4511 HRMS ref:	
<b>Responsible to:</b> Regeneration Programmes Investment Manager		<b>Date:</b> December 2024		<b>Lead &amp; Man Induction:</b>	
<p><b>Job Purpose:</b></p> <p>To play a key role in financial and budgeting data analysis, monitoring and planning for economic development and growth service.</p> <p>To work with the Head of Service and other Senior Managers to effectively monitor budgets and finance processes.</p> <p>To be responsible for the development and implementation of specific programmes working with partners to ensure the effective monitoring of delivery</p>					
<b>Resources</b>		Staff			
		Manages and leads a core team of 2 staff and provides advice and direction to multiple teams – total 12 staff - who may not be under the postholder's direct control to deliver against service priorities as required.			
		Finance			
		Accountable for a staff resource budget of £500k plus to advise and co-ordinate on spend of £60m budget. Also to advise and co-ordinate management of any additional funds from Government as required.			
		Physical			
		Operates key corporate systems, particularly finance systems, to ensure that customer and service needs are met.			
		Clients			
		Manages functions and programmes that have an impact upon all Council services, service users, and the public of Northumberland. Ensures compliance with relevant legislation, council policies and procedures.			
<p><b>Duties and key result areas:</b></p> <ul style="list-style-type: none"> <li>● To ensure key business linkages are in place between the economic development and growth finance and operational functions.</li> <li>● Produce key financial reports which enable senior managers to make strategic decisions and manage resources effectively.</li> <li>● Assist economic development and growth management staff to interpret and link budget information and financial data ensuring that value for money is achieved.</li> <li>● Linking activity data, performance indicator outturn information and financial spend ensure that the information is modelled to identify patterns and anomalies.</li> <li>● Utilise the information gathered to improve the quality of existing services.</li> <li>● To assist Senior Managers and staff to implement best practice and assist the change processes by leading specific financial related projects.</li> <li>● To promote and share areas of good/best practice and ensure services are delivered in accordance with Government and Council policy and to assist with the legislation's implementation.</li> <li>● Work with other economic development and growth staff to enable change to be implemented.</li> <li>● Assist in the development, implementation, monitoring and evaluation of economic development and growth programmes and project claims.</li> <li>● To develop links and provide support and training to operational staff on funding and financial matters.</li> <li>● To contribute to implementing appropriate monitoring processes and effective management of relevant staff.</li> <li>● Assist with the development, implementation, monitoring and evaluation of Economic development and growth functions.</li> <li>● Manage, supervise, and develop identified staff to ensure that the services funding and Investment are developed and implemented.</li> <li>● Lead on financial issues in operational work areas, for example including partnership arrangements with statutory, independent, voluntary, and private organisations, Section 31 arrangements, budgets and grants claims.</li> <li>● Actively participate in the management of identified staff in economic development and growth</li> <li>● To help develop partnership working including economic strategies and business cases.</li> <li>● Assist with the identification of external funding opportunities to support service developments.</li> <li>● Consider Group and Council reports and other documents and provide input and advice as required on financial issues.</li> </ul>					

- To provide relevant budget and financial advice to the Heads of Service and Corporate Director of Economic Development and Growth.
- To ensure the economic development services have effective link up with all relevant County Council, economic strategic plans, policies, and statutory requirements.
- Contribute to the delivery of a balanced budget seeking and identifying areas for efficiency and improvement and making the most effective use of resources.
- To assist with establishing robust systems for financial control.
- To help provide timely and accurate advice and information to the County Council, Borderlands Partnership and Funders on finance issues.
- To seek out opportunities and negotiate additional income for the improved delivery of services and service user/.
- Promote the support and development of staff through appraisal, training, and development programmes. Deliver key performance indicators within sphere of responsibility ensuring that national/local targets are fully met.
- To co-ordinate the provision of appropriate financial, staffing and client information required to monitor progress against economic development targets.
- To provide project management support for a range of adult care services.
- To continuously promote and review effective partnership arrangements, collaboration, and joint working, for the delivery of high-quality services, through effective and constructive relationships with colleagues and external contacts.
- To be proactive in the identification of opportunities for 'value for money improvements,' income generation, resource usage and to monitor and report on the performance of all assets.
- To review, interpret, explain, and enforce statutory and County Council regulations, ensuring appropriate policies and procedures are followed; to be fully accountable for expenditure against allocated budgets, ensure effective spend against established targets and compliance with financial regulations.

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

#### **Work Arrangements**

Transport requirements:	It involves travel to work sites, area offices or training venues throughout the County and further afield on occasion.
Working patterns:	Normal office hours but flexi-hours may apply. Some weekend and evening work may be required
Working conditions:	Office based but with some exposure to working outdoors.

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**PERSON SPECIFICATION**

<b>Post Title:</b> Economic Development and Growth Finance Manager	<b>Group:</b> Economic Development and Growth	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<p>Relevant finance/public administration qualification, AAT, ACA, ICAS, ACCA and CIMA or relevant degree or equivalent relevant experience  Recent and relevant management training, additional qualifications and/or evidence of continuing professional development or equivalent experience in health and social care finance  In-depth knowledge of professional theory, practice and procedures, and contemporary issues in relation to the role  Understands the diverse functions of a large complex public sector organisation, and its cross-cutting issues and challenges  Knowledge of current relevant laws, regulations, policies, procedures, trends, and developments relevant to the role.  Commercially aware and understands the relationship between costs, quality and corporate performance assessments.  Understanding of relevant legislation and requirements such as health and safety, procurement, equalities and diversity, risk management.</p>	<p>Relevant management degree  Evidence of recent and relevant management training  Formal qualifications in project management such as Prince 2 or MSP.</p>	
<b>Experience</b>		
<p>A track record of successful management and achievement of objectives in an organisation of comparable scope and complexity  A successful track record of engaging effectively with others at a senior level and building productive partnerships with key partners  Recent experience of managing and monitoring a range of budgets.  Experience of managing funding streams, grant processes and budget monitoring preparation processes.  Experience of successful management and a proven track record of contributing to the formulation and delivery of service and team objectives and plans within a large, multi-disciplined organisation.  A demonstrable track record of successfully leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners.  Experience of contributing to change and demonstrable success in improved outcomes for local people.  A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.  Experience of the formulation and delivery of plans and policies within an organisation of comparable scope and complexity  Experience of resource management within a comparable organisation  Experience of supplier and contract management</p>	<p>Knowledge of local government corporate management systems</p>	
<b>Skills and competencies</b>		
<p>Management and leadership skills are an essential requirement of the postholder  Change management skills and an ability to challenge and to deliver change  Personal effectiveness and judgement, takes the initiative, risk aware and able to work with autonomy</p>		

<p>Substantial evidence of and successful track record in effective forward planning and performance management  Strong IT skills with the ability to spot and utilise technology effectively to address customer needs  Present information and use appropriate communications with different audiences; and effectively disseminate acquired knowledge  Negotiation and influencing skills, able to persuade others to alternative points of view  Customer oriented, with well-developed networking and partnership skills, able to build relationships with a range of stakeholders including service users and carers  Active and effective advocate for the service both within the council and externally  Financial and commercial awareness and effective budgeting and financial management skills with strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems  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 plans in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions  Ability to command respect, trust and confidence of colleagues, Senior Managers and other stakeholders  Professionalism, tact and diplomacy in difficult situations  Ability to make decisions and allocate resources as appropriate</p>		
<b>Motivation</b>		
<p>A proactive corporate orientation and a commitment to tackling issues in a non-departmental manner  Fully committed to the principles and values underpinning the service.  Self-reliant, able to exercise discretion and possessing the ability to manage time effectively.  Models and encourages high standards of reliability, 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  Resilient, proactive, self-motivated, 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 and external partners including service users and carers</p> <p><b>Physical, mental and emotional demands</b>  To be able to meet the physical requirements of the post and be able to work under considerable pressure caused by significant workloads and rigid deadlines  To be able to provide strategic and operational leadership during prolonged periods of uncertainty via thorough risk assessment skills and planning  Need to maintain general awareness with frequent lengthy periods of enhanced concentration.  Some exposure to working outdoors and outside normal office hours as necessary</p>		
<b>Other</b>		
<p>The ability to drive and, as necessary, work unsocial working hours.  Ability 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