Team Leader

Reports to: Service Manager
Direct reports: Staff as allocated

Evaluation: **651** points
Grade: **N10**
Reference: **AA4142**

Purpose

To manage a team of staff within Financial Services to ensure the Council's revenue and capital resources are used effectively and efficiently, and related financial systems and controls are operating efficiently and effectively.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

Corporate

(i) To undertake work in one or more of the following areas:

- Preparing revenue and capital budgets including identifying and estimating cost pressures, and providing input to the Council's annual budget and medium term financial plan.
- Monitoring and controlling revenue and capital budgets including providing input to section 151 and budget monitor reports.
- Maintaining directorate cash limits and trading targets.
- Maintaining accurate accounting records.
- Ensuring the Council's financial systems are operating effectively and maintaining sound systems of internal financial control.

- Understanding and applying external financial reporting requirements as part of the production of the Council's statement of accounts.
- Supporting efficiency and transformation work across the Council.
- Producing and analysing detailed statistical and management information from a range of sources, and completing government returns and claims.
- Providing financial support and advice to directorates on preparing business plans and business cases.
- Developing, reviewing and implementing financial policies and procedures.
- Providing input to Cabinet and other reports as required.

(ii) To develop and implement innovative proactive and reactive solutions to funding and accounting issues.

(iii) To work with budget holders and other clients to deliver a responsive and value adding service.

Directorate

(iv) To assist the overall team manager to plan, control and manage the performance of the team.

(v) To performance manage relevant staff, including identifying learning and development requirements.

(vi) To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

(vii) To support the relevant manager to meet the division's business and service objectives.

External

(viii) To liaise with the Council's external auditor as required.

(ix) To work with external and partner agencies as appropriate.

- Promote and implement our Diversity, Equality, Equity, and Accessibility policy in all aspects of your employment.
- Help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.