

# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	Resources Directorate – Finance
<b>SECTION:</b>	Finance Support Services / Corporate Finance
<b>LOCATION:</b>	Number One Riverside, Rochdale
<b>JOB TITLE:</b>	Finance Manager
<b>POST NUMBER:</b>	
<b>Grade:</b>	SM2
<b>Accountable to:</b>	Head of Finance
<b>Accountable for:</b>	All line managed staff allocated to the postholder.
<b>Hours of Duty:</b>	37 hours per week in accordance with the Service's Work Life Balance scheme
<b>Any Special Conditions of Service:</b>	<p>This post is subject to political restriction in accordance with the provisions of the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990, once the level of remuneration has reached SCP 44 within the grading range.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>A casual car user allowance is payable.</p> <p>Possibility of evening and weekend working.</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

### **Organisational Chart: (Management structure)**



## **Purpose and Objectives of the Job.**

To provide vision direction and leadership to facilitate the delivery of a high quality finance service for the Council that delivers value for money and is fit for purpose.

To manage a finance team that is outcome focused, meets critical objectives and managing individual and team performance.

To lead and develop the finance team initiating and driving improvements, creating enthusiasm for change and encouraging enterprise and innovation, delegating and empowering staff and using coaching as a tool for improvement.

To develop, build and maintain relationships with all stakeholders using effective communication, influencing, listening and negotiation skills as appropriate.

To ensure statutory and business critical finance functions are carried out in a way that delivers value for money and follows a risk based approach.

To take responsibility for managing the delivery of accurate and robust financial information to support the Council's statutory and business critical financial functions, including Budget Setting, Budget Monitoring, Closure of Accounts and input into key Service and Council wide developments , delivering results in an accurate and timely manner.

To support effective, informed decision making within the Council through scrutiny/review of financial information and provision of support to Services around this issue.

To manage and develop resources including financial and staffing necessary to deliver the Council and Service objectives, policies and procedures.

To develop and lead in enabling staff within Finance Services and other Services of the Council to fulfil their financial responsibilities through training, support and advice.

To act as ambassador for the Council and Service at all times and develop and maintain effective and professional relationships within the service and with other services/partners to raise the profile of Finance Services.

To manage the development and coordination of administration and control arrangements to ensure the Council's Financial Management Systems are effective and robust.

## **Control of Resources**

### Personnel

To be responsible for leading, managing and motivating of self and of staff within the structure of Finance Services for whom the postholder has responsibility, both as individuals and as members of the service, using coaching as an enabler to development.

### Financial

To manage the financial resources delegated to the postholder by the Head of Finance (xxx) in accordance with the financial regulations of the Council.

### Premises, Equipment and Materials

To be responsible for the management, effective use and security of financial systems relevant to the post including software and ICT equipment.

To be responsible for the efficient and effective use of premises, furniture, equipment and consumable goods used in relation to the work of the postholder and any staff under their control.

## Data and Information Security

Responsible for management and security of data for areas of responsibility

## **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

## **Equality and Diversity**

To work in accordance with the Council's Policy relating to the promotion of equality and diversity.  
To be responsible for conducting Equality Impact Assessments for the area of responsibility.

## **Training and Development**

The postholder will be responsible for assisting in the identification and undertaking of the training and development requirements for self, team in accordance with the Council's Employee Development Scheme.

The postholder will be responsible for the development, management and delivery of training and development to a range of audiences including non-specialists, elected members and senior managers.

## **Relationships (Internal and External)**

### Internal

- Senior management and staff within the Service.
- Senior management and staff of other Services.
- Senior management and staff within schools.
- Elected Members.
- Internal Audit and Risk Mgt

### External

- Senior management and staff of other Authorities.
- Central Government departments, financial institutions and funding bodies.
- External Audit, external advisors, partner organisations, charities, voluntary organisations, businesses, members of the public and trade unions.
- Other key stakeholders.

## **Responsibilities:**

The postholder must:

- (i) Support the Service Director with S151 responsibilities with the implementation of the requirements of such responsibilities.
- (ii) Manage, support and develop the staff resources delegated to the postholder in accordance with the Council's policies and procedures.
- (iii) Perform his / her duties in accordance with Rochdale MBC's Policies including the Equality and Diversity Policy.
- (iv) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (v) Maintain up to date knowledge of technical standards and principles appropriate to the post.
- (vi) Maintain up to date knowledge of Council policies and procedures.
- (vii) Act as ambassador for the Council and Service at all times

## **Values and Behaviours**

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

## **Principal Duties**

### **1. Operational Responsibilities**

- To assist the Deputy CFO to ensure delivery of an efficient and effective Finance Service.
- To be responsible for the preparation of an annual team service plan and have responsibility for the delivery of the agreed plans relating to the post holder's areas of responsibility and manage the delivery of those for team members
- To contribute to the wider Service Plan for Finance Services.
- To lead and develop strategies and policies relating to financial management as assigned to the post holder to contribute to the CCG / Council's strategic goals and priorities by ensuring that the organisation has a co-ordinated, effective and strategic approach to financial policy and practice.
- To lead from a finance perspective on the delivery of specific service and/or corporate initiatives, developments and projects as required.
- To develop, build and maintain relationships with all stakeholders using effective communication, influencing, listening and negotiating skills as appropriate.
- To be responsible for leading, motivating, development and management of staff in the team, including communication, motivation, effective team working, performance management, employee development and training, recruitment and induction. Coaching techniques to be deployed as appropriate.
- To identify and manage risk relating to the post holder's responsibilities and to utilise a risk based approach in relation to the tasks of self and the team.
- Develop and sustain effective and appropriate relationships to facilitate staff and client satisfaction and achieve the objectives of Finance Services.
- To advise and support elected members in dealing with financial issues and prepare and present reports as appropriate.

### **2. Technical**

- To provide specialist and technical advice on financial and associated regulatory matters to Services, Partnerships elected members and other stakeholders, adopting a risk based approach.
- To ensure that financial procedure rules, regulations and standards are current and relevant for all of the post holder's areas of responsibility and to contribute to those of a corporate nature.

- To identify and interpret new legislation, changes to professional codes of practice and systems changes and assess and report on the implications for the CCG / Council in relation to post holder's areas of responsibility.
- To produce and maintain financial strategies appropriate to the post holder's area of responsibility.
- To plan, direct, control and monitor activities carried out by the team to meet the plan and deliver a high quality, efficient and effective service including management of risk.
- To develop and maintain management guidance and develop, maintain and deliver training appropriate to the needs of stakeholders and finance staff to support them and enable them to meet their financial responsibilities.
- To support effective, informed decision making within the CCG / Council through scrutiny/review of financial information and provision of support to Services around this issue to develop options to clients on complex financial issues within the CCG / Council's Corporate Financial Framework
- To provide a financial input to the CCG / Council's strategic initiatives, developments, projects over the long term, leading from a finance perspective, providing solutions to highly complex problems relating to their areas of responsibility and encompassing cross service areas of work which support the effective management of the CCG / Council as a whole.
- To be responsible for (for post holder's areas of responsibility ) the management of the delivery of the following CCG / Council processes in accordance with strict statutory deadlines and to provide appropriate advice and guidance to a wide range of audiences which relate to:-
  - The long term financial planning and budgeting arrangements for the CCG / Council
  - Preparation of/ consultation on revenue and capital budgets
  - Revenue and Capital budget monitoring and reporting
  - Completion and submission of corporate financial and statistical returns, grant claims etc
  - Preparation and completion of the annual statement of accounts,
  - Co-ordination of financial information for inclusion in the production of corporate documents, strategies, policies and reports
  - The projection of future requirements and resources in relation to capital and revenue
- To attend meetings with key stakeholders appropriate to post holder's areas of responsibility, which may include Budget Managers, Senior Management, Elected Members, CCG governing body members, External Audit, Trade Unions and the public to provide in writing and orally, a wide range of complex, and at times contentious, financial information tailored to the audience's needs.
- To be responsible for input into the development, management, maintenance and security of financial and operational systems appropriate to the post holders area of responsibility.
- To lead and/or service Forums/Boards and Governance Groups relevant to the post holder's area of responsibility as required and to act as the CCG / Council's representative on external bodies as appropriate.
- To be responsible for provision of information to the External Auditor and other Financial and Regulatory institutions on the integrity of the CCG / Council's financial systems including budgetary arrangements, grant claims and annual statement of accounts in accordance with tight deadlines relevant to the post holder's area of responsibility.

- Deputise for the Deputy CFO as appropriate.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative)

Secondary Duties:-

- To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Deputy Chief Finance Officer (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative).

## Rochdale Borough Council Person Specification

<b>Service :</b>	<b>Resources Directorate</b>	<b>Post:</b>	<b>Finance Manager (xxx)</b>
<b>Section :</b>	<b>Finance Services</b>	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	<b>SM2</b>

### **Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Special Working Conditions</b>		
1 Able to attend evening and weekend meetings as required and embrace agile working appropriate to the post	<b>E</b>	<b>AF/I</b>
2 Embrace and act in accordance with Council Policies and Regulations	<b>E</b>	<b>AF/I</b>
<b>(b) Qualification and Experience</b>		
3 Do you Hold a full CIPFA qualification or equivalent qualification recognised by CCAB with commitment to personal and professional development. Please detail.	<b>E</b>	<b>AF</b>
4 Please give details of your significant senior financial management experience within a large complex organisation	<b>E</b>	<b>AF//A</b>
5 Tell us about your extensive and up to date knowledge of the legislative and regulatory frameworks relevant to the post	<b>E</b>	<b>AF//A</b>
6 Please give details of your experience of successfully managing, leading and motivating a team of staff members	<b>E</b>	<b>AF//A</b>
7 Tell us about your proven track record of providing successful services to meet customer/ stakeholder needs and expectations	<b>E</b>	<b>AF//A</b>
8 Tell us about your proven experience of providing vision, direction and leadership to deliver high quality services that provide value for money and are fit for purpose.	<b>E</b>	<b>AF//A</b>
9 Detail your experience of leading and developing the finance team by initiating and driving improvements, creating enthusiasm for change and encouraging enterprise and innovation and delegating and empowering staff.	<b>E</b>	<b>AF//A</b>
10 Please detail your proven ability to drive forward service improvements and the ability to embed a strong performance culture within a financial environment to discharge the responsibilities allocated to the Service Director, Chief Finance Officer and Procurement.	<b>E</b>	<b>AF//A</b>
11 Evidence of your experience in interpreting highly complex information and developing and delivering training and guidance around associated financial issues.	<b>E</b>	<b>AF//A</b>

<b>(c) Skills and Knowledge</b>			
12	Tell us about your range of management skills, including staff, performance, change, negotiating with stakeholders and risk	<b>E</b>	<b>AF//A</b>
13	Give details of your high ethical standards, how you act with integrity, are reliable and trustworthy and lead by example	<b>E</b>	<b>AF//A</b>
14	Tell us about your ability to think strategically around the preparation of team and service plans which support service objectives and priorities	<b>E</b>	<b>AF//A</b>
15	Evidence of your ability to engage with stakeholders to build productive working relationships, demonstrating the ability to use persuasive and negotiation skills.	<b>E</b>	<b>AF//A</b>
16	Evidence of your ability to work in a pressurised environment, delivering priority work with accuracy and within timescales.	<b>E</b>	<b>AF//A</b>
17	Evidence of your ability to lead a diverse team from different service disciplines to achieve a corporate objective.	<b>E</b>	<b>AF//A</b>
<b>(c) Behaviours and Values</b>			
18	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> <li>• Proud</li> <li>• Passionate</li> <li>• Pioneering and Open</li> </ul>	<b>E</b>	<b>AF/I</b>