

**JOB DESCRIPTION**

|  |
| --- |
| **Post Title:** Finance Manager |
| **Department:** Resources and Regulation  | **Establishment/Post No:**  |
| **Division/Section:** Financial Management - Financial Accountancy | **Post Grade:** Grade 11 |
| **Location:** Town Hall, Bury  | **Post Hours:** 37 hours per week (max.)Flexitime scheme is in operation |
| **Special Conditions of Service:**AAT qualified (level 4) or equivalent essential and appropriate experience.  |
| **Purpose and Objectives of Post:**To carry out accounting and budgetary control procedures in order that final accounts, the budget and other financial management requirements may be provided to specified departments and teams within the Authority in accordance with statutory and local requirements. To ensure the integrity of the Corporate Financial System for a range of services.  |
| **Accountable to:** Principal Finance Manager |
| **Immediately Responsible to:** Senior Finance Manager |
| **Immediately Responsible for:** Modern Apprentice, Work Experience and Finance Assistant in the absence of the Senior Finance Manager |
| **Relationships: (Internal and External)**Staff within the Division and Department Officers of other Authorities andSenior Manager public bodiesStaff within other Departments External AuditorsBudget Holders Executive Directors Suppliers of financial and other servicesMembers of the Public Central Government Officials |
| **Control of Resources:** Financial – operating budgetary control proceduresPersonnel – Supervision of staffEquipment/Materials – Use of Division’s EquipmentStaff – Health, Safety and Welfare of staff under direct supervision |

|  |
| --- |
| **Duties/Responsibilities:**To support the Senior Finance Manager by undertaking the following activities relating to a specified department of the Authority.**Financial Management**1. To prepare revenue estimates and validation of departmental budget submissions as part of the annual budget cycle.
2. To agree, input and maintain the integrity of budget information on the financial control system.
3. To provide costings for inclusion into multiyear rolling budget forecast.
4. To provide information for/or undertake base budget reviews of services as requires.
5. To establish, maintain and support effective budget control procedures that aim to provide management, including all local level delegated budget managers, with financial advice and other appropriate information to facilitate financial decision making.
6. To produce monthly budget monitoring reports and analysis to a range of budget holders from service admin staff to directors. To investigate variances and to agree remedial action with budget holders.
7. To provide budget and financial advice to services in respect of specific cost centres and to support senior staff in the provision of other financial advice.
8. To undertake reviews of the current financial monitoring and control procedures, both centrally and in departments and to recommend and implement improvements including revising financial procedures to respond to changes in operational requirements and/or professional guidance.
9. To close the accounts in respect of specific cost centres in accordance with CIPFA’s Code of Practice, the Authority’s Financial Regulations and within agreed timetable. To assist the organisation in the closure and consolidation of all service revenue accounts.
10. To undertake or support the preparation of appropriate financial information for reports to committees in conjunction with the Senior Finance Manager, including dedicated support to the year-end closure of accounts.
11. To undertake regular maintenance of financial records, reconcile control accounts, and ensure integrity of the service revenue accounts and balance sheets.
12. To be responsible for maintaining the integrity of budget and financial information on the financial system for services managed in budget advisory capacity.
13. To undertake regular clearance of suspense accounts
14. To provide information and complete grant claims, monitoring information, statistical and other returns for government departments, local authorities, grant funding agencies, partners and other recognized bodies in accordance with formal guidelines and within strict deadlines.
15. To support senior staff in routine financial administration (e.g. processing journals and virements, producing spreadsheets).
16. To provide financial and non-financial data for council publications, e.g. Council Tax Leaflet, Performance indicators, Statement of Accounts, Budget Book, etc.
17. To calculate/ provide information for performance indicators for service managers.
18. To be aware of relevant financial procedures, developments and legislation, both externally and from within the Authority.
19. To prepare hourly and weekly costings for services for charges to outside agencies.
20. To interrogate all modules of the Agresso financial system and Trent payroll system to provide information to service managers.
21. To provide technical assistance to services.

**Staffing and Supervision**22. To deputise for Senior Finance Manager as appropriate.23. To delegate tasks, supervise and provide appropriate support and training for Finance Assistant and shared Clerical Support Officer including Modern Apprentice, Work Experience and other junior staff.**Meetings**24. To attend Service Department’s Departmental Management Team as required.25. To liaise with outside agencies with regards to joint working ventures.**Information Technology**26. To have sound working knowledge of the various software packages used within the Council as necessary to undertake all of the above Managerial, Financial Advisor and Budgetary Control duties. These include :-* Excel
* Word
* Microsoft Outlook (including Calendar)
* Agresso – General Ledger, Budgeting Module, Accounts Payable, Accounts Receivable
* Trent Payroll System

27. To provide reports and information to service managers using all Microsoft office suites.28. To provide day to day support to users of the Council’s corporate financial systems and provide training if required. **Other**29. To undertake a range of tasks that may be specific to just one department of the Authority e.g. monthly and year end reconciliation of school bank accounts, provision of information to department specific groups within One Commissioning Organization (OCO) Children & Young People (CYP) and Corporate Core.30. To undertake ad-hoc tasks delegated from Senior Finance Manager e.g. CIPFA stats, commensurate with grade of post. 31. To provide information in response to requests in accordance with freedom of information act.32. To contribute to the development of performance management and other initiatives within the council.33. To liaise with external auditors and respond to their requirements.Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired (see paragraph 203 of supplemental Conditions of Service).  |
| **Job Description prepared by:**  | **Sign: Kath Pope** | **Date: 29 February, 2016** |
| **Agreed correct by Post Holder:**  | **Sign:** | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign: Steven Goodwin** | **Date: 28 May 2021** |