

**Senior Finance Manager**

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| **Job Title:** | Senior Finance Manager  | **Date:** | 28/09/2020 |
| **Reporting Line:** | Principal Accountant | **Salary:** | Grade 8  |
| **Team:** | Finance & Audit Team | **Business Area:** | Corporate |

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| JOB PURPOSE |
| The role holder will manage a team responsible for providing financial advice, management and monitoring information in respect of a service area. The role holder will assist in preparing and co-ordinating detailed revenue and capital budgets that contribute to the preparation of both the service business plan, and the overall Combined Authority’s annual budget. The role holder will provide accurate and timely financial advice and support to managers, and colleagues across GMCA and partner organisations to enable effective management of the specific areas of the revenue and capital budgets.  |

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| **KEY RESPONSIBILITIES**  |
| 1. To lead and manage a team in the detailed preparation of specific areas of the revenue and capital budgets in accordance with the GMCA financial regulations and statutory requirements.
2. To communicate effectively with budget holders and heads of service, meeting regularly to discuss financial matters relating to their budget, monitoring and accounting responsibilities, ensuring effective follow up actions are taken.
3. To provide effective financial support for major projects and initiatives.
4. To identify, review and improve the quality of information provided to budget holders and to prepare financial reports, briefing notes etc and documents as required.
5. To develop, design and review financial procedures and systems to maximise productivity and quality of output; ensuring that corporate and directorate needs are identified and met.
6. To participate in co-working and problem solving through a multidisciplinary approach to corporate and directorate service delivery.
7. To ensure the maximisation of resources available to the authority and ensure resources are utilised efficiently and effectively.
8. Ensure the timely preparation and submission of statutory and other accounts, grant claims and statistical returns.
9. Develop and enhance financial management procedures and financial systems used by the Greater Manchester Combined Authority and associated organisations.
10. Keep up to date with any legislative and accounting change including consultation and proposed changes in legislation. Maintain professional awareness and attend seminars, courses or training sessions as may be required from time to time.
11. Participate and lead, where appropriate, the preparation of guidance and training for staff, senior officers and members
12. Undertake all duties in in accordance with statutory and regulatory frameworks and professional standards
13. To provide effective management and leadership to staff within the team, undertaking activities relating to all aspects of performance management and staff development.
14. To deputise for the Principal Accountant in their absence including attendance at meetings and undertaking staff management as required.
15. To participate in continuous professional development activities.
16. This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required commensurate with the level of the post.

**General**1. Contribute to the design and delivery of key Finance projects and interventions aligned to performance improvement
2. Support the annual Fina activities within the team including, performance reviews, salary reviews, engagement survey and training analysis
3. To ensure that your team receives clear direction and management support they understand what is expected of them and what they need to achieve.
4. To draft and deliver reports and presentations within your area for circulation throughout the organisation
5. To develop trusted partnerships within the organisation, practicing internal client management; establish and develop external networks throughout GM.
6. To manage and monitor the non-pay budgets across your area including contract management where applicable. Approving spend across the area and acting as a counter signatory as approporiate.
7. Actively engage with the wider workforce to seek and listen to the views of staff, GM partners and trade unions to influence and improve workforce practices.
8. To ensure high standards of accuracy, professionalism and customer care.
9. To develop policies relevant to your area of expertise
10. To be committed to maintain your own skills and expertise.
11. To provide support and guidance with strict adherence to confidentiality of personal information and Data Protection legislation.
12. To hold yourself and others to a high standard of professionalism at all times, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do.
13. Working with other teams across the directorate to ensure integration and alignment is maximised and supporting on activity where appropriate.
14. To be accountable for ensuring the organisation is compliant with its statutory duties under legislation in the relevant field e.g., Employment Act, Equality Act, General Data Protection Regulations etc
15. Ensure they your approach to your work and your colleagues is inclusive and supportive of a diverse workplace.
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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Knowledge & Experience** * Possession of the CCAB/CIMA qualified, preferably CIPFA or nearing completion of a professional qualification
* Sound knowledge of the statutory framework for accountancy, and understanding of accounting principles and techniques, including an appreciation of the CIPFA Accounting Code of Practice for Local Government and Accounts and Audit Regulations.
* Experience of reviewing and developing financial procedures and routines, ensuring they are maintained to aid the effective operation of a complex financial management service.
* In depth knowledge and understanding of the skills required to ensure effective budgetary and business planning processes are adopted and implemented within each service area. Ability to identify problems and trends that may impact on decisions and take a leading role in planning approaches to tackle the issues identified.
* Relevant management experience, which should include motivation skills, leading and directing a team. Excellent team working skills and self-confidence with a proven ability to assist in maximising the effectiveness of a team.
* Experience ofrapidly identify problems, identify appropriate solutions and implement the necessary actions to resolve the problem.
* A general knowledge and understanding of the legislative, political and social context in which the Combined Authority operates, together with a broader understanding of the effects they could have on service provision. Willingness to promote and integrate diversity and social inclusion policies in all aspects of employment and service delivery
* Experience of using Agresso and/or Business World On! are desirable.

**Skills & Behaviours** * An ability to communicate with a wide range of people at all levels of both the GMCA and Partner organisations, with the skills to enable non finance people to understand complex financial issues using a variety of methods, including both oral and written communication in a clear, concise, accessible and effective manner.
* Ability to use multiple applications, systems and associated software packages. Highly developed database and spreadsheet skills necessary to support analysis and decision making processes.
* Ability to use multiple applications, systems and associated software packages.
* Ability to effectively plan and prioritise workload within deadlines and to agreed standards.
* Ability to maintain focus and objectivity whilst having competing deadlines.
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**Corporate Duties**

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

**Records Management/ Data Protection -** As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security -** As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality -** All staff are personally responsiblefor the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety -** All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.

**Service Policies -** All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities -** GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background