

**Finance Manager**

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| **Job Title:** | Finance Manager  | **Date:** | 28/09/2020 |
| **Reporting Line:** | Senior Finance Manager | **Salary:** | Grade 7  |
| **Team:** | Finance & Audit Team | **Business Area:** | Corporate |

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| JOB PURPOSE |
| The Finance Manager will provide financial advice and information to service heads on all budget monitoring and financial advice issues. They will also contribute to business planning, preparation of annual budgets, closure of accounts, whilst ensuring the adherence to the Combined Authority’s financial regulations. |

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| **KEY RESPONSIBILITIES**  |
| 1. Undertake budget monitoring and reporting on a monthly basis for revenue and capital budgets as directed by Principal Accountant and Senior Finance Managers.
2. Provide support to prepare revenue and capital budgets in accordance with the Combined Authorities Financial Regulations.
3. Undertake the year end closedown of specific budget areas and provide support to the preparation of the Annual Statement of Accounts.
4. Undertake accurate and timely reconciliations between the general ledger and other financial information systems.
5. Provide support for treasury management and investment activities.
6. Provide timely interpretation and advice on new financial regulations, accounting developments and legislation.
7. Prioritise own workload and allocate and monitor the work of the Finance Trainees and Finance Officers to ensure the timely delivery of quality assured financial information and advice to budget holders.
8. Input into the development, design and review of financial procedures, manuals and systems to maximise productivity and quality of output, ensuring that corporate, departmental and customer needs are identified and met.
9. Maximise impact and efficiency of the service through co-operating and joint working within the division and with appropriate services across the Combined Authority.
10. Personal commitment to continuous self-development and service improvement.
11. Through personal example, open commitment and clear action, ensure diversity and positively valued, resulting in equal access and treatment in employment, service delivery and communications.
12. Build effective relationships with the broader Directorate team and customers, working collaboratively across the directorate.
13. Communicate effectively to ensure all relevant stakeholders are informed and up to date with relevant information, statuses and progress.
14. Proactively follow up actions that have not been completed and where information is required from others.
15. Produce, monitor and input accurate information into the relevant systems ensuring all data is up to date and inputted in a timely manner.
16. Accurately prepare documentation, communications and information including letters, emails, contracts and records.
17. Maintain and store data, records and documentation appropriately and in line with the Data Protection Act.
18. Provide guidance and support on the use of systems and tools to enable their effective use.
19. Seek feedback to ensure that customers are receiving a consistently positive experience and support and enable colleagues to meet the needs of the organisation.
20. Proactively contribute to the continuous improvement of systems and processes to ensure procedures, policies and guidance are updated in line with legislative and social changes.
21. Undertake such other activities which are commensurate with the grade of the post as may be required from time to time.
22. Provide administration support flexibly across the full range of the directorate activities.
23. Maintain and develop effective administration processes to meet the changing demands of the organisation.
24. Provide coaching /mentoring support to team members as appropriate, identifying any upskilling opportunities for colleagues within the directorate.

**General**1. Contribute to the design and delivery of key Finance projects and interventions aligned to performance improvement
2. Have a flexible approach to supporting all Finance portfolios with business need requirements.
3. To ensure that your colleagues receive clear direction and that you will seek clarity in order to understand what is expected of you where appropriate.
4. To help research and draft 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 monitor the non-pay budgets across your area including maintain information relating to contract management where applicable.
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 support the development of policies relevant to your area of expertise
9. To be committed to maintain your own skills and expertise.
10. To ensure high standards of accuracy, professionalism and customer care
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 that 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 AAT qualification or working towards CCAB qualification with substantial experience of working in an accounting position
* Good knowledge of the statutory framework for accountancy and understanding of accounting principles and techniques, including appreciation of the COPFS Accounting Code of Practice for Local Government and Accounts and Audit Regulations.
* Ability to use multiple applications, systems and associated software packages.
* Experience of using Agresso and/or Business World On! are desirable.

**Skills & Behaviours** * Ability to communicate in a straightforward and non-contentious way with the ability to persuade and negotiate.
* Ability to absorb, understand and quickly assimilate complex information and concepts and compare information from a number of different sources.
* Ability to organise own time effectively, creating own work schedules, prioritizing, preparing in advance and setting realistic timescales
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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