

## Job Title – Finance Manager Adults & Wellbeing

**Service:** Financial & Systems  
**Band:** Band 12  
**Reporting to:** Strategic Finance Manager  
**Responsible for:** *Senior Accountants x 2*



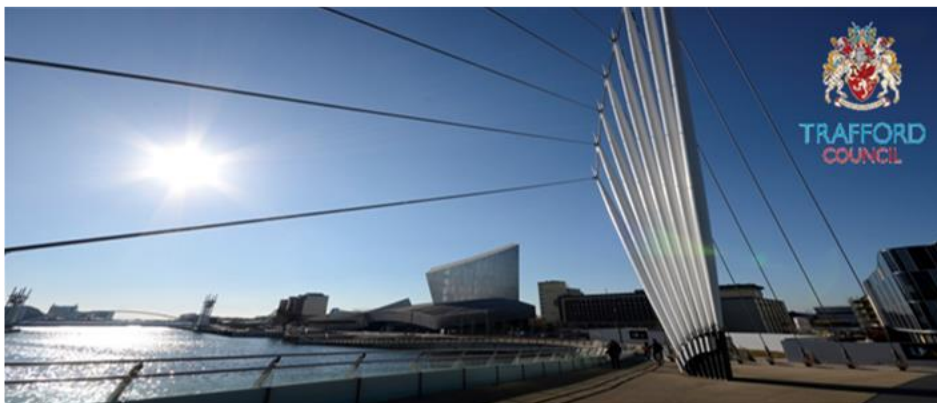
### About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage, and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Trafford – where all our residents, businesses and communities prosper***

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



### Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as extensive learning, succession, and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities, and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring.

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## About the Role

### Your Main Priorities

As part of the wider financial management and internal audit team, the role will involve being personally responsible for managing a professional team to deliver the financial targets and best financial outcomes for the Council into the medium and longer term, with particular emphasis on obtaining value for money. You will need financial expertise to provide high quality, timely, accurate financial information, advice and guidance that will contribute to the effectiveness of the decision-making process.

### Main duties

1. Preparation and coordination of the Revenue and Capital Budget, Medium Term Financial Plan for their service areas and financial support to the Council's developing investment strategy and place shaping agenda, completion of the annual financial accounts and reporting of accurate budget monitoring information, development, and appraisal of business cases for new investment and grant claim processes in accordance with the corporate procedures, statutory requirements, and deadlines.
2. To support the Strategic Finance Manager and Head of Financial Management in drafting the Medium-Term Financial Strategy, including the calculation of the annual resource envelope by providing timely medium term financial forecasts for their service areas.
3. Working in partnership with management across the Council to ensure the delivery of the revenue and capital programme, establishing appropriate governance arrangements and project management frameworks.
4. To be the lead finance officer in providing financial advice and support to service management and to participate in project teams to support major projects that are allocated by the Director of Finance and Systems, Head of Financial Management or Strategic Finance Manager. This will include the provision of analysis and option appraisal services and to recommend or confirm courses of action.
5. To have direct personal responsibility for the data integrity, maintenance, and control, of the financial information for their areas and the financial ledger in general.
6. To manage the Council's accounting functions, including the drafting of relevant strategies, plans and policies, ensuring compliance with the law and best practice and achieving financial and service targets.
7. To continually update an Executive Information System relevant to finance. Establishing networks, information sources and other external relationships that would enable the Council to be updated quickly and fully, particularly on matters that affect funding and that would allow the

Council the opportunity to shape Government decisions and policy. To deputise for the Strategic Finance Manager or Head of Financial Management as required.

8. Effectively manage and develop a finance team and support, motivate, and appraise the team to understand and achieve their collective and individual responsibilities, ensuring work is produced to a high standard and to meet determined deadlines.
9. As delegated by the Director of Finance and Systems (and recorded on the officer scheme of delegation), authorised to release certain expenditures, make investments, establish credit terms, draw down loans, and other similar high-level transactions on behalf of the Council.

**General areas of responsibility:**

1. The preparation of timely and appropriate financial management information as required by Corporate Directors and the Strategic Finance Manager.
2. To establish and maintain excellent working relationships with officers, Members, and partners and to develop effective external networks that are of value to the Council.
3. Being personally responsible for taking all necessary steps to fully understand the strategic business needs of the Council, in order to provide expert assistance to the Strategic Finance Manager in achieving value for money and business or service improvement.
4. Being personally responsible for ensuring that you up to date with accounting and financial management guidance, best practice, and regulations, relevant to your role.
5. To support the Strategic Finance Manager to ensure the effectiveness of business and accounting systems and to take, advise or persuade pro-active management action to ensure systems are developed and maintained to meet the current and future needs of the business.
6. To promote good financial management, seek out and deliver ways of achieving value to the Council's aims and objectives and to promote a positive image of financial management and the Council.
7. To provide formal training on a wide area of topics relevant to the job role, to officers, senior management, Members, partners, and the public.
8. To monitor compliance with the Council Constitution and policies, the Scheme of Financial Delegation, legislation (section 151 of the Local Government Act 1972, section 114 of the Local Government Finance Act 1988, any other similar relevant legislation), accounting rules and best practice, and to bring any matter that would affect the Council's financial performance to the immediate attention to the Strategic Finance Manager, Head of Financial Management or the Director of Finance and Systems.

**Standard Requirements:**

1. The post holder will be subject to rotation for posts on the same pay band as required.

2. To be flexible to work at any administrative site within the Borough as required.
3. Will be required to attend meetings, seminars, training courses within or outside the Borough as required.
4. To comply with all Council policies, procedures, professional practices and relevant regulation and legislation.
5. To respond to enquiries and requests for information and advice from both internal and external customers, positively promoting the service.
6. To work as part of a team with an ability to work independently within agreed guidelines.
7. To undertake any other duties as required commensurate with the post.

## About You

### **Qualifications and Professional Development**

CCAB Qualified Accountant or equivalent with unblemished registration and substantial post-qualification experience at senior level.

### **Experience and Knowledge**

Proven leadership experience.

Evidence of continued professional development.

Experience of budget preparation and control, closure of accounts in a large organisation and appraisal of business cases for new investment.

Ability to advise and influence through negotiation, persuasion, and motivation, senior budget holders and other staff, including those within own team.

Detailed understanding and working knowledge of Local Government Finance law, best practice, and related issues.

Up to date knowledge of relevant accounting practices.

Ability to manage a diverse workload and to meet set deadlines.

**Skills and abilities**

Ability to provide sound strategic financial advice and guidance to senior officers and Members of a large and complex political organisation.

Ability to present complex financial information in a format easily understood by non-finance personnel.

High level of organisational and analytical skills.

Ability to critically review and analyse business models, processes, practices, and systems.

Ability to influence and negotiate successfully with a wide range of stakeholders and to secure positive outcomes.

**Behaviours**

Demonstrate commitment to and focus on quality, promotes high standards to consistently improve outcomes.

Values diversity and difference, operates with integrity and openness.

Uses evidence to make improvements, seeks out innovation and actively develops themselves and others.

Demonstrable commitment to partnership working with a range of external organisations.

**Equality and Diversity**

Will consider the most effective way to promote equality of opportunity and good working relationships in employment and service delivery and has the ability to take actions which support and promote this agenda.

**Special Conditions**

Able to travel across Trafford the postholder will be required to use road and/or public transportation to travel to key meetings & events.

Able to attend occasional meetings outside of normal working hours.

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Job Evaluation	

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.  
To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.