**Tameside MBC**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Directorate :** | | **Finance** | | **Service Unit :** | **Financial Management** |
| **Job Details** | | |  | | |
| **Job title:** | | | Finance Manager | | |
| **Grade:** | | | I / I + | | |
| **Primary location of work:** | | | Tameside One, Ashton-Under-Lyne Town Centre | | |
| **Directly responsible to:** | | | Senior Finance Manager | | |
| **Directly responsible for:** | | | Service / Adults & Population Health Finance Team | | |
| **Hours of duty:** | | | 36 hours per week in accordance with the flexible working hours scheme | | |
| **Primary purpose of the job:** | | | As part of the wider financial management and internal audit team, the role will be responsible for supporting the management of a professional team that delivers financial targets and 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 and accurate financial information alongside advice and guidance that will contribute to the effectiveness of the organisational decision making process. | | |
| **TEAM ORGANISATION CHART**  **Assistant Director of Finance**  **Senior Finance Business Partner**  **Senior Finance Manager**  **Finance Manager**  **Senior Finance Officer**  **Finance Officer**  **Finance Admin Assistant / Finance Apprentice** | | | | | |
| Role accountabilities and Expected outcomesFinancial AdviceTo provide finance management, technical and business planning advice, training and support within the appropriate areas of responsibilities to elected members, senior management, partners, internal and external clients.To proactively assist managers in client service areas to discharge their responsibilities for financial management and achieving performance targets within the parameters of the Council’s procedure rules, proper accounting practice and legislation. The Finance Business Partner will support a portfolio of designated clients that may change from time to time.To interrogate issues within the client services and identify solutions which are professionally and ethically sustainable.To be personally responsible for taking all necessary steps to fully understand the business needs of the designated client services to enable the provision of professional assistance to service management and realise value for money and service improvement.To develop and maintain excellent working relationships with clients.To ensure finance, performance and business data is reported within corporate governance and specific client requirements.To support the mapping of resources to Council/CCG and Partnership priorities.To improve the integration of service, business and financial planning. In particular this role will play a critical part in working across Council and CCG to support the delivery of the Mental Health Investment Standard and work in partnership across the GM system on investment. The postholder will lead and support on how commissioning decisions and services can be joined up between social care and health as part of the integrated care system.To take, or advise management to take, and/or direct the team to take corrective action on any matter that would affect the integrity of financial data or the Council’s financial performance. To immediately advise the Finance Business Partner and/or Deputy Chief Finance Officer and Chief Finance Officer on any issue that could affect the discharge of the statutory duties of the s151 officer.To attend client management team meetings as appropriate.Budgets and AccountsTo support the senior finance manager with the coordination of the revenue budget, medium term financial strategy, service plans and annual accounts in accordance with stringent timescales and processes for the whole of the Council and at other times as required by clients.In conjunction with client management, to manage the monitoring of budgets on a regular basis indicating any variations to client and senior finance management and advise on appropriate remedial action.To evaluate and model medium and long term budget implications of client service provision.To co-ordinate the accurate and timely completion of grant claims, government and other returns in accordance with agreed timetables / deadlines.To ensure the accurate and regular maintenance of service and client accounts and systems during the financial year.Improvement and EfficiencyTo identify and participate in service transformation, improvement and efficiency projects. To facilitate the preparation and delivery of efficiency and savings plans for service clients which support corporate long term financial planning including financial modelling and appraisal of options.To maintain awareness of alternative models of service delivery and, in conjunction with budget managers, consider how these can be implemented within the Council and / or with partners.To ensure appropriate benchmarking is facilitated and supported within Finance and client services.To appraisal and evaluate additional funding stream opportunities.To identify opportunities to develop the use of corporate and service specific systems to support improved and efficient ways of working and that also add value to decision making.To support and advise the business planning and risk management strategies of Corporate Finance and client services.To performance manage, quality assure and continually improve the financial management service delivered to clients.OtherTo deputise for the Senior Finance Manager as appropriate.To supervise, manage and develop staff members of the team to ensure continuous service improvement.To support the management of the day to day work priorities and functionality of the team.To undertake continual professional development.The postholder will be subject to rotation across financial management service teams on the same pay grade, as required.To be flexible to work at any administrative site within the borough as required.To respond to enquiries and requests for information and advice from both internal and external customers in a professional and efficient manner.To carry out such other duties as reasonably correspond with the general character of the post and that are commensurate with the level of responsibility. | | | | |

**Review arrangements:**

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

**Date job description prepared/revised:**

**Prepared/revised by:** Stephen Wilde **Date:** October 2019

**Revised by:** Stephen Beswick **Date:** July 2021

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** | **Grade** | **Service Group** | **Location** |
| Finance Manger | I / I+ | Financial Management | Tameside One, Ashton-Under-Lyne Town Centre |

#### Note to applicants

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

**(\*See grid overleaf)**

| **Criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **(E) Essential**  **(D) Desirable** | **\* M.O.A.** |
| --- | --- | --- | --- |
|  | CCAB/CIMA Qualified Accountant with sustained membership | E | A/C |
|  | Experience of budget preparation and control, closure of accounts in a large organisation. | E | A/C |
|  | Ability to advise and motivate senior budget holders and other staff, including those within own team | E | A/I/T |
|  | Finance experience within a large complex organisation. | E | A/I/T |
|  | Have an understanding and working knowledge of Local Government Finance law, best practice and related issues. | D | A/I/T |
|  | Managerial experience within a finance environment, being able to demonstrate practical experience of motivating and supporting colleagues to achieve key service objectives and outcomes. | E | A/I/T |
|  | Up to date knowledge of relevant accounting practices. | E | A/I/T |
|  | High level of organisational skills, with the ability to manage a multi-priority workload across a range of diverse service areas. | E | A/I/T |
|  | Strong analytical skills to analyse and understand complex data to develop strategic options, recommendations, policies, operating standards and working practices within the service, with a track record of problem-solving focusing on practical solutions and service improvement. | E | A/I/T |
|  | Ability to provide sound financial advice and guidance to senior officers and elected members of a large and complex political organisation | E | A/I/T |
|  | Ability to engage successfully with a wide range of stakeholders and to secure positive outcomes | E | A/I/T |
|  | Demonstrate commitment to and focus on quality, practices and promotes professional high standards to consistently improve outcomes | E | A/I/T |
|  | Values diversity and difference, operates with integrity and openness | E | A/I/T |
|  | Uses evidence to make improvements and actively develops themselves and others | E | A/I/T |
|  | Effective oral and written communication skills with a confident and credible presentational style. | E | A/I/T |
|  | 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. | E | A/I/T |
|  | Demonstrable experience of use of IT and ledger packages to deliver finance service, including improving service delivery through IT solutions. | E | A/I/T |
|  | A willingness to be flexible to reflect our generic approach to providing a financial management service to our customers. | E | A/I/T |

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed by** | **Date** | **Approved by** | **Date** |
| **Stephen Wilde**  **Christine Mullins** | **September 2019** | **Tom Wilkinson** | **September 2019** |
| **Stephen Wilde** | **October 2019** | **Tom Wilkinson** | **October 2019** |
| **Stephen Beswick** | **July 2021** | **Caroline Barlow / Tracey Simpson** | **July 2021** |

**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre