**Tameside MBC**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Directorate :** | | Finance | | **Service Unit :** | Financial Management |
| **Job Details** | | |  | | |
| **Job title:** | | | Finance Officer | | |
| **Grade:** | | | F | | |
| **Primary location of work:** | | | Tameside One, Ashton-Under-Lyne Town Centre | | |
| **Directly responsible to:** | | | Senior Finance Manager | | |
| **Directly responsible for:** | | | Finance Assistant | | |
| **Hours of duty:** | | | 36 hours per week in accordance with the flexible working hours scheme | | |
| **Primary purpose of the job:** | | | To contribute to the provision of an efficient, effective and comprehensive business and financial management service to the Council, partners and external clients. To support the Council plan and delivery of service outcomes in providing financial planning and the corporate finance functions.You will need financial expertise to provide high quality, timely and accurate financial information alongside provision of advice and guidance primarily to the Growth and Operations and Neighbourhoods Directorates which will contribute to the effectiveness of the organisational decision making process. | | |
| **TEAM ORGANISATION CHART**  **Assistant Director of Finance**  **Finance Business Partner**  **Senior Finance Manager**  **Finance Manager**  **Finance Officer**  **Finance Assistant** | | | | | |
| Role accountabilities and Expected outcomes | | | | |
| Financial AdviceTo contribute to the provision of financial management, technical and business planning advice, training and support within the appropriate areas of responsibilities to Elected Members, management, partners, internal and external clients.To contribute to the reporting of financial management and business data within corporate governance and specific client requirements.To proactively assist managers in client service areas/schools to discharge their responsibilities for financial management and achieving performance targets within the parameters of the financial procedure rules, proper accounting practice and legislation.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 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 coordination of 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.Improvement and EfficiencyTo support and participate in service transformation, improvement and efficiency projects. To support 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 contribute to improvement and efficiency projects. To contribute to the preparation and delivery of efficiency and savings plans for clients which support corporate long term financial planning including the modelling of costs for various optionsTo contribute towards innovative and sustainable opportunities to deliver efficiency saving allocations for the financial management and client servicesTo contribute towards appropriate benchmarking requirements within the financial management and client services. To contribute to activity based cost analysis requirements as appropriate.To contribute to the appraisal and evaluation of additional funding stream opportunities for the financial management service and clientsTo contribute to opportunities to develop the use of corporate and service specific systems to support improved and efficient ways of working which add value to financial management and client services.To contribute to the business planning and risk management strategies of financial management and client servicesTo contribute to the performance management, quality assurance and continual improvement of the financial management service delivered to clientsTo contribute to the evaluation and promotion of innovative marketing opportunities for the financial management service and clientsOtherTo deputise for the Senior Finance Manager as appropriate.To supervise, mentor staff members of the team to ensure continuous service improvement.To manage the day to day work priorities and deadlines.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 by: Beverley Stephens** **Date:** 14 January 2020

**Revised by:**   **Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** | **Grade** | **Service Group** | **Location** |
| Finance Officer | F | 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.** |
| --- | --- | --- | --- |
|  | 5 GCSE’s (Grade A-C or 9-4) including Mathematics and English Language or equivalent | E | A/C |
|  | AAT Qualification and Membership | D | A/C |
|  | Finance experience within an Accountancy/Finance Office or Financial environment. | E | A/C/I |
|  | Experience of budget preparation, closure of accounts or financial management. | D | A/C |
|  | Demonstrable experience of use of IT applications including Microsoft Applications. | E | A/I/T |
|  | Experience of Financial Ledger packages to deliver finance services | D | A/I/T |
|  | Self-motivated, with the ability to work without direct supervision | E | A/I/T |
|  | Good level of organisational skills, with the ability to manage a multi-priority workload | E | A/I/T |
|  | Ability to achieve deadlines and work under pressure. | E | A/I/T |
|  | Analytical skills to review and apply data to support decision making, recommendations on working practices, problem-solving focusing on practical solutions and service improvement | E | A/I/T |
|  | Ability to provide sound financial advice and guidance service managers and schools. | D | A/I/T |
|  | The ability to make and maintain positive working relationships with team members, managers, client’s also both internal and external partners. | E | A/I/T |
|  | Demonstrate commitment to and focus on quality, practices and promotes professional high standards. | E | A/I/T |
|  | Effective oral and written communication skills with a confident and credible professional style. | E | A/I/T |
|  | Value diversity and difference, operates with integrity and openness Promote equality of opportunity and good working relationships in employment and service delivery. | 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** |
| **Beverley Stephens** | **14 January 2020** | **Tom Wilkinson** |  |

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

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