**TAMESIDE MBC**

**EXECUTIVE DIRECTOR FINANCE**

**JOB DESCRIPTION**

**JOB DESIGNATION : Finance Admin Assistant**

**SERVICE UNIT : Financial Management**

**POST GRADE : APT & C – Grade C**

**HOURS : Full Time : 36 Per Week (Flexible working considered on application)**

**RESPONSIBLE TO : Finance Officer**

JOB PURPOSE : To contribute to the provision of an efficient, effective and comprehensive business and financial management service to the Council, partners and external clients.

# RESPONSIBILITIES

**1 Financial Advice**

1.1 To support 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

1.2 To provide support towards the reporting of financial management and business data within corporate governance and specific client requirements.

1.3 To provide support towards the mapping of resources to Council and Partnership priorities

1.4 To provide support towards the improvement and integration of service, business and financial planning

1.5 To maintain an awareness of existing and emerging national and local implications for the financial management service and clients. To provide support towards the assessment of associated business implications as appropriate.

1. **Budgets**

2.1 To provide support towards the preparation of long term budgets in accordance with the instruction of the Executive Director of Finance and at other times as required by clients

2.2 To provide support towards the monitoring of service and client budgets on a regular basis indicating any variations to the appropriate financial management colleagues and client officers.

2.3 To provide support towards the evaluation and modelling of medium and long term budget implications of client service provision

**3 Accounting**

3.1 In accordance with agreed timetables / deadlines and the requisite statutory legislation and Accounting Code of Practice ;

* To provide support towards the preparation of Final Accounts and Statement of Accounts
* To provide support towards the accurate and timely completion of grant claims, government and other returns

3.2 To provide support towards the accurate and regular maintenance of service and client accounts and systems during the financial year

**4 Improvement and Efficiency**

4.1 To provide support towards the preparation and delivery of efficiency and savings plans which support corporate long term financial planning including the modelling of costs for various options

4.2 To provide support towards appropriate benchmarking requirements within the financial management and client services. To provide support towards activity based cost analysis requirements as appropriate.

4.3 To provide support towards the appraisal and evaluation of additional funding stream opportunities for the financial management service and clients

4.4 To provide support towards the development of corporate and service specific systems to support improved and efficient ways of working which add value to financial management and client services.

4.5 To provide support towards the business planning and risk management processes and systems of financial management and client services

4.6 To provide support towards the quality assurance and continual improvement of the financial management service delivered to clients

4.7 To provide support towards the promotion of innovative marketing opportunities for the financial management service and clients

**5 Other**

5.1 To deputise for the Finance Assistant as appropriate

5.2 To undertake continual professional development

5.3 Such other duties as reasonably correspond with the general character of the post and that are commensurate with the level of responsibility

TAMESIDE METROPOLITAN BOROUGH COUNCIL

**EXECUTIVE DIRECTOR FINANCE**

**PERSONAL SPECIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Service Unit | FINANCIAL MANAGEMENT |  |  |  |
| **Designation** | FINANCE MANAGEMENT ASSISTANT |  | **Post No(s)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Personal requirements of successful postholder | **Category** | **Method of Assessment** |
| 1. | Educational Standard/Qualifications/Membership of Professional Institutions (indicate grade) |  |  |
|  | 5 GCSE’S GRADE A-C INCLUDING MATHEMATICS AND ENGLISH LANGUAGE (OR EQUIVALENT) | e | a |
|  |  a levels | d | a |
|  | degree or equivalent | d | a |
| 2. | Experience |  |  |
|  | PREVIOUS experience in accountancy environment | D | A/I |
|  | use of computer based ledger systems, i.t. applications and solutions | e | A/I |
|  | MARKETING AND PROMOTION OF SERVICES | D | A/I |
|  | BUSINESS PLANNING AND GUIDANCE | D | A/I |
|  | public sector accountancy environment  | d | a/I |
| 3. | Skills |  |  |
|  | sound technical financial skills, ability to analyse and manipulate data  | e | a/i |
|  | financial modelling | D | a/i |
|  | ability to work to timetables and achieve deadlines | e | a/i |
|  | work organisation, planning and programming | E | a/i |
|  | ability to work under pressure | e | a/i |
|  | use of microsoft office software or equivalent | E | a/i |
|  | effective written and oral communication | e | a/i |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Category** | **Method of Assessment** |
| 4. | Knowledge |  |  |
|  | public sector legislation and cipfa accounting code of practice | d | a/i |
|  | understanding of local government finance | d | a/I |
|  | IMPROVEMENT AND EFFICIENCY PROGRAMME | d | a/i |
|  | FINANCIAL MANAGEMENT IN A LARGE/COMPLEX ORGANISATION | D | A/I |
| 5. | Personal Qualities |  |  |
|  | self motivated | E | A/I |
|  | positive attitude to the role and it’s requirements – commitment to the council’s values | e | a/i |
|  | ability to maintain professional responsibility to the executive director of finance  | e | a/i |
|  | capable of forming positive working relationship with members, colleagues and clients | e | a/i |
|  | ABILITY TO WORK without direct supervision | E | A/I |
|  | willingness to work flexibly when required including an element of unsocial hours | E | A/I |
| 6. | Equality |  |  |
|  | knowledge and understanding of equal opportunities | e | A/i |
|  | fair and consistent in dealing with others | e | A/i |

**For Information:**

**Category**

1. Essential Requirement without which the candidate would be unable to carry out the duties of the post.
2. Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

**Method of Assessment**

1. To be assessed from information provided on the Application Form.
2. To be assessed at Interview.
3. To be assessed by Selection Test.