

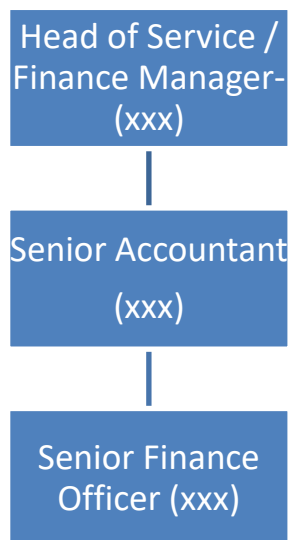
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Resources Directorate – Finance
SECTION:	Finance Support Services / Corporate Finance
LOCATION:	Number One Riverside, Rochdale
JOB TITLE:	Senior Finance Officer
POST NUMBER:	
Grade:	Grade 7
Accountable to:	Senior Accountant
Accountable for:	All line managed staff allocated to the postholder.
Hours of Duty:	37 hours per week in accordance with the Service's Work Life Balance scheme
Any Special Conditions of Service:	<p>A casual car user allowance is payable.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>Possibility of evening and weekend working.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Organisational Chart: (Direct Management structure)



Purpose and Objectives of the Job.

To be an integral member of the Finance Service supporting the execution of statutory and business critical finance functions.

To take responsibility for the delivery of accurate and robust financial information to support the Council's statutory and business critical financial functions, including Budget Setting, Budget Monitoring, Closure of Accounts and input into key Service and Council wide developments.

To ensure the administration and control arrangements are implemented to ensure the Council's financial systems are effective and robust.

To support effective, informed decision making within the Council assisting with scrutiny/review of financial information and provision of support to Services around this issue.

To manage and develop resources including financial and staffing necessary to deliver the Council and Service objectives, policies and procedures appropriate to the post.

To ensure staff within Finance Services and other Services of the Council are suitably trained and equipped to fulfil their financial responsibilities through training, support and advice.

To actively contribute to the development of Finance Services to ensure Value for Money in all that we do.

To act as ambassador for the Council and Service at all times and develop and maintain effective and professional relationships within the service and with other services/partners to raise the profile of Finance Services.

To ensure the delivery of core process are achieved through automation and streamlining of processes maximising the use of the available resources.

Control of Resources

Personnel

To be responsible for leading, managing and motivating of self and of staff within the structure of Finance Services for whom the postholder has responsibility, both as individuals and as members of the service.

Financial

To manage any financial resources delegated to the postholder by the Finance Manager or Senior Accountant in accordance with the financial regulations of the Council.

Equipment/Materials

To ensure effective use and security of financial systems relevant to the post including software and ICT equipment.

To ensure the efficient and effective use of premises, furniture, equipment and consumable goods used in relation to the work of the postholder and any staff under their control.

Data and Information Security

Responsible for management and security of data for areas of responsibility

Health/Safety/Welfare

Responsible for adherence to the Health and Safety Act and implementation of the Council's Health and Safety Policy.

Responsible for the welfare of self and others.

Equality and Diversity

To work in accordance with the Council's Policy relating to the promotion of equality and diversity.

Training and Development

The postholder will be responsible for the identification and undertaking of the training and development requirements for self and direct reportees in accordance with the Council's Employee Development Scheme.

The postholder will assist in the development and delivery of training and development to budget managers.

Relationships (Internal and External)

Internal

- Management and staff within the Service.
- Management and staff of other Services.
- Management and staff within schools.
- Internal Audit and Risk Mgt

External

- Management and staff of other Authorities.
- Central Government departments, financial institutions and funding bodies.
- External Audit, external advisors, partner organisations, charities, voluntary organisations, businesses, members of the public and trade unions.
- Other key stakeholders.

Responsibilities:

The postholder must:

- (i) Support the Director with S151 responsibilities with the implementation of the requirements of such responsibilities commensurate with the grade of the post.
- (ii) Manage, support and develop the staff resources delegated to the postholder in accordance with the Council's policies and procedures.
- (iii) Perform his / her duties in accordance with Rochdale MBC's Policies including the Equality and Diversity Policy.
- (iv) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (v) Maintain up to date knowledge of technical standards and principles appropriate to the post.
- (vi) Maintain up to date knowledge of Council policies and procedures.
- (vii) Act as ambassador for the Council and Service at all times.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

Principal Duties

Strategic

1. To assist the Senior Accountant to ensure delivery of an efficient and effective Finance Service.
2. To contribute to the preparation of annual team service plan and delivery of the areas of the agreed plan allocated to the postholder.
3. To contribute and lead from a finance perspective on the delivery of specific service and/or corporate initiatives, developments and projects as required commensurate with the grade of the post.

Management and customer relations

1. To be responsible for the day-to-day management of direct reportees, including communication, motivation, performance management, employee development and training, recruitment and induction.
2. To identify and manage risk relating to the postholder's responsibilities and to utilise a risk based approach in relation to the completion of tasks.
3. Develop and sustain effective and appropriate relationships to facilitate staff and client satisfaction and achieve the objectives of Finance Services.
4. To take responsibility for cross service areas which support the effective management of the Service as a whole.

Technical

1. To provide advice on financial and associated regulatory matters to the high risk areas within a service spend.
2. To manage advice and financial support provided to those areas of spend considered to be low to medium risk.
3. To assist with the maintenance of financial procedure rules and regulations and advise on compliance with the same.
4. To plan, direct, control and monitor activities carried out by self and direct reportees to meet the plan.
5. To develop and maintain guidance and
6. the development and delivery of training appropriate to the needs of stakeholders to support them and enable them to meet their financial responsibilities.

7. To design and analyse complex spreadsheets, be able to use advanced functions within excel to ensure the efficient and effect delivery of financial information.
8. To interrogate the Council's general ledger system to ensure the appropriate support/information is provided/used for delivery of the finance functions.
9. To support effective, informed decision making within the Council assisting with the scrutiny/review of financial information and provision of support to Services around this issue to develop options within the Council's Corporate Financial Framework
10. To be responsible for (for postholder's areas of responsibility and commensurate with the grade of the post) the delivery of the following Council processes in accordance with strict statutory deadlines and to provide appropriate advice and guidance in respect of:
 - a. Preparation of/ consultation on revenue and capital budgets
 - b. Revenue and Capital budget monitoring and reporting
 - c. Completion and submission of corporate financial and statistical returns, grant claims etc
 - d. Preparation and completion of the annual statement of accounts,
11. To attend meetings with key stakeholders appropriate to postholder's areas of responsibility and grade, provide in writing and orally financial information tailored to the audience's needs.
12. To develop, maintain the security of financial and operational systems appropriate to the postholders area of responsibility.
13. To contribute to working groups and governance groups relevant to the postholder's area of responsibility as required.
14. To provide information to the External Auditor and other Financial and Regulatory institutions in accordance with tight deadlines relevant to the postholder's area of responsibility.
15. Deputise for the Senior Accountant (xxx) as appropriate.
16. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Head of Service (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Julie Murphy</u>	Date	<u>May 2015</u>
Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
Director	<u>Pauline Kane</u>	Date	<u>May 2015</u>

**Rochdale Borough Council
Person Specification**

Service :	Resources Directorate	Post:	Senior Finance Officer
Section :	Finance	Post Number :	
Job Ref:		Grade:	Grade 7

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions		
1 Do you hold AAT qualification or equivalent or relevant work experience?	E	AF and certificate check at interview (if applicable)
2 Do you have financial management experience within a large organisation?	E	AF
3 Have you had experience of supervising/ managing staff?	E	AF
4 Do you have a track record of providing services to meet customer/ stakeholder needs and expectations?	E	AF
(a) Special Working Conditions		
1 Able to attend evening and weekend meetings as required	E	AF/I
2 To fully embrace agile working appropriate to the post	E	AF/I
3 To embrace and act in accordance with Council Policies and Regulations	E	AF/I
(b) Qualification and Experience		
1 Are you a Member of a Professional Body (AAT or equivalent)?	D	AF
2 Please describe your experience in providing services to a range of audiences which are driven by quality and are responsive to stakeholders needs.	E	AF//
3 Please provide evidence of your experience in interpreting complex information and providing support and guidance around such issues.	E	AF//A
4 What evidence have you of working in a financial and accounting environment at and taking a lead role in areas of finance related work in support of an area of development?	E	AF/I
5 Please demonstrate the ability to analyse and produce reliable and relevant financial information from the interrogation/use of computerised financial systems, along with developing/operating and managing complex spreadsheets.	E	AF//A
6 Describe your ability to cope and manage processes through periods of continuous change	E	AF/I

7	Describe how you would continually ensure the accuracy and reliability of the data contained within the financial general ledger throughout your day to day activities.	E	AF//A
8	Demonstrate the ability to identify problems and develop solutions to the appropriate area of work and making routine decisions with autonomy.	E	AF//A
9	Please provide evidence of successful financial management, including preparation of budgets, budget monitoring and closure of accounts.	E	AF//A
10	Please provide evidence of involvement around the accurate completion of financial returns	E	AF//A
11	Please provide evidence of your involvement or leading in developing new and improved systems and how this contributed to an improvement in service delivery	E	AF/I
(c) Skills and Knowledge			
1	Please give illustrations of your supervisory or management skills and how these have contributed to the delivery of successful outcomes.	E	AF/I
2	Please demonstrate a high level of written and verbal communication skills and how these are applied across all stakeholders.	E	AF//A
3	Please provide any evidence of skills which you have used to initiate service improvement, taking account stakeholder's needs	E	AF/I
4	Please demonstrate that you have high ethical standards, which you act with integrity, are reliable and trustworthy and lead by example	E	AF/I
5	Please provide evidence of how you have contributed to the development of a team plan	E	AF/I
6	Please describe your ability to engage with stakeholders to build productive working relationships.	E	AF/I
7	Please provide evidence of your ability to work in a pressurised environment, delivering priority work with accuracy and within timescales.	E	AF//A
8	Please describe your ability to assist in the design and delivery of a course or presentation in a way that engages and motivates an audience	E	AF/I
(d) Behaviours and Values			
1	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud • Passionate • Pioneering and Open <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I