

Job Description

Job title:	Group Manager Financial Standards and Reporting
Work level Finance 4:	Operational management & advanced professional
Grade:	PO8
Division:	Financial Planning & Management
Reports to:	AD Corporate Finance
Responsible for:	Up to 20 staff

Main purpose of the post:

Work collaboratively with senior management within the respective service area, providing specialist professional or technical expertise in the interpretation and operational application of finance policy to support local needs to support and influence financial planning, management and operational decision making. Ensuring financial control and compliance. Writing and presenting management broad and committee reports.

Accountancy responsibilities:

1. To work routinely with senior management across the organisation (typically up to and including Director level) and elected Members (including clearing reports for and attendance at formal Committee meetings), providing specialist professional, technical expertise and reports to support and influence financial planning, management and operational decision making under s151 of Local Government Act 1972. This includes the provision of specialist technical accounting advice to ensure financial reporting is aligned with the CIPFA Codes of Practice.
2. To manage the preparation, monitoring and reporting of the council's financial records, budgets, accounts and returns to the highest professional standards and facilitate their internal and external scrutiny as appropriate.
3. To lead on the preparation of the annual Statement of Accounts, ensuring strong working papers, a strong set of accounting statements and to act as the key contact for the external audit of the accounting statements and the public inspection period, overseeing a prompt response to queries and timely reporting to Corporate Committee.
4. To support the regular review and revision of the Council's financial strategies and their alignment through the service and planning process, including monitoring and managing risks.
5. To represent the council's interests as required at appropriate working and benchmarking groups as well as in negotiations with external partners, regulatory bodies or commercial suppliers.
6. To undertake the management of external financial advisers and contractors (including advising on selection and appointment in accordance with procurement regulation, negotiating on terms under delegated authority and managing the contractual relationships to ensure expected performance or compliance) as appropriate to the role.
7. To take responsibility for managing and improving financial systems and processes across the council so that they operate in compliance with financial policy and statute and any necessary amendments are designed and implemented promptly in response to framework changes or to any identified exceptions to governance and control standards.
8. To develop and maintain expert technical financial knowledge (including financial legislation, accounting policies and standards, comparative benchmarks, grant funding regimes, financing and costing methodologies and regulatory

compliance) to support the council's financial operations and strategic financial planning and decision making.

9. To manage the development and continuous improvement of the service to meet customer needs and expectations in response to feedback obtained (including consultation responses, any complaints, performance monitoring and comparison with best practice benchmarks.)
10. To oversee the continuous improvement of the Council's budget monitoring software, training budget managers on their financial responsibilities and work with Departmental Management Teams to ensure service compliance and engagement with the finance system.
11. To lead on compiling government returns and the monthly budget monitor and savings tracker for the Council and presenting this to senior management and members, detailing the financial position of the council and outlining strategies taken by services to mitigate overspends.

Generic responsibilities:

12. Deputise for Head of Service.
13. Promote partnership working at a senior level, leading on the implementation of collaborative and cooperative working arrangements to further the council's objectives.
14. Ensure that financial systems and processes across the council operate in compliance with financial policy and statute and any necessary amendments are designed and implemented promptly in response to framework changes or to any identified exceptions to governance and control standards.
15. To take responsibility for managing and improving the functionality of financial systems, frameworks and processes to ensure data integrity, maintain financial control and allow the effective capture and analysis of financial information to meet user needs.
16. Develop and maintain expert technical financial knowledge within the respective disciplines to support the council's financial operations and strategic financial planning and decision making.
17. Manage the production of specialist, technical advice to senior colleagues and elected Members to support effective decision making including the drafting of appropriate financial implications under s151 of Local Government Act 1972 for formal reports to Committees and other governance bodies as required. Critically review draft formal reports for financial implications.
18. To lead and be responsible for all aspects of financial management, financial and statutory reporting and financial planning for the appropriate Divisional area in compliance with the current Financial and Council policy regulations.
19. Manage and prepare monitoring reports on the progress of financial management strategies and programmes within an appropriate context of business activity.
20. Manage, identify and develop opportunities for continuous improvements, to meet customer needs and expectations ensuring value for money service provision across the council.
21. Support transformational change as required.
22. Manage the timely response to queries on financial matters from Councillors, Media and other stakeholders in accordance with council procedures.
23. Manage recruitment processes (including probationary period), setting of objectives and work plans, performance monitoring and management (including

appraisals) and staff development (including training needs analysis) for teams across a range of different activities and technical specialisms in accordance with council policies and liP standards.

24. Contribute to the setting of priorities for the division as well as specifying the work priorities of own service areas.
25. Carry out ad-hoc accounting or other projects as required to meet the demands of the service.
26. Influence officers across the authority up to and including Executive Director level and brief leading Members directly

Management responsibilities

27. Contribute to the setting of priorities for the division as well as specifying the work priorities of own service areas.
28. Manage recruitment processes (including probationary period), setting of objectives and work plans, performance monitoring and management (including appraisals) and staff development (including training needs analysis) for teams across a range of different activities and technical specialisms in accordance with council policies and liP standards.
29. Manage the timely response to queries from Councillors, Media and other stakeholders in accordance with council procedures.
30. To maintain a risk management strategy and approach.
31. To monitor the team's resources effectively and to maximise opportunities to generate income on behalf of the council.
32. To ensure that all actions comply with the Council's policies on diversity and equal opportunities and health and safety.
33. To undertake other duties which might be reasonably requested from time to time.

Person Specification

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It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)

You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.

If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.

Criteria	Description	Short list criteria
Qualification (Q1)	There is an expectation that the postholder will be CCAB qualified, or hold an appropriate equivalent qualification. For current employees with significant work experience, there is an expectation that they will hold or be working towards a relevant qualification.	✓A
Knowledge (K1)	Proven knowledge of the following: operating in a complex multidisciplinary organisation; programmes and projects; people management; requirements of the CIPFA Local Authority Accounting Code of Practice.	✓A
Experience (E1)	Experience at a senior level of local government budget preparation both revenue and capital Experience of providing financial advice to senior officers and members including partners and formal committees Experience in the use of integrated financial systems. Experience in leading accounts closedown in a Local Government Setting	✓A

Key Behaviours

Focuses on People

- Ensuring anyone who calls me receives the best response that can be given even if it is not my area of work
- Being approachable and positive for my area of work and other services
- Ensuring I treat people equally and take time to listen to their needs
- Being open, flexible and available
- Respecting team goals and supporting new members
- Providing support, advice and guidance
- Thinking about what you would like if you were the customer
- Being consistent and focussing on team building to achieve excellence

✓A

<p>Takes Ownership</p> <ul style="list-style-type: none"> • Taking ownership of my task, breaking it down, engaging with persons involved, and reflecting if there is a more efficient way of achieving it • Going the extra mile, valuing success, being proactive and knowledgeable and taking the initiative • Actively engaging in one-to-ones, appraisal process and team meetings • Take opportunities to learn new skills and develop ourselves • Identify and owning opportunities for service development • Being courageous even when you don't know the answer • Working with teams and service areas to achieve positive outcomes and develop personal capabilities 	<p>✓A</p>
<p>Works Collaboratively</p> <ul style="list-style-type: none"> • Finding out what other colleagues do and working closely with them • Networking with other teams to seek out mutually beneficial ways of working • Being a good team player and stepping in to assist manager or colleagues during absences • Sharing information, best practice and ideas with relevant networks and groups • Being approachable, listening and building constructive honest relationships • Regularly sharing success stories that lead to good outcomes • Ensuring all work with colleagues from across the council to reduce silo working and get things done in the most informed and best way • Developing team morale and cohesiveness to help each member feel valued and productive and to help the team to build good working relationships 	<p>✓A</p>
<p>Communicates Effectively</p> <ul style="list-style-type: none"> • Breaking down our ideas to create a better understanding and communication between divisions and end users – simple is best to communicate well • Targeting the message to the audience, ensuring that everyone can access the information. • Listening for information from my manager and the council that can impact on your work • Sharing and passing vital and new information and reflecting back understanding • Escalating issues and opportunities straight away, ensuring risks are managed • Thinking carefully about avoiding jargon both internally and externally 	<p>✓A</p>

Focuses on Results

- Getting my work done to the best of my ability with the resources and finances we have
- Thinking in relation to the 'Borough Plan', working well with colleagues to get good results
- Making sure I understand my objectives and what I need to do
- Delivering projects on time and within budget
- Thinking about partnerships and the resources needed for them
- Being ambitious, knowing the bigger picture of borough improvement
- Ensuring teams are clear about the outcomes and objectives of the Council and show a clear link between what they do and how it makes an impact on the customer
- Setting clear objectives and targets, ensuring they are SMART and measurable and linked to business plans
- Helping staff stay motivated by finding learning opportunities for development and making them feel valued
- Looking at any barriers or obstacles to work, review what is slowing down our progress
- Exploring ways to improve the way things are currently done ensuring we maximise our resources

✓A