

# Job summary



**Role title: Finance Manager – Management & Commercial Accounting**

**Department: Finance**

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## General description of role

Ensure that key financial accounting processes are managed effectively and to the required standard.

Lead and develop an Accountancy team to deliver management accounting services in a professional and efficient manner with emphasis on continuous improvement and demonstration of corporate behaviours.

Ensure resilience across functions, and that members of the team have opportunities to expand their knowledge and take on new responsibilities.

As a member of the Finance Management Team - play a key role in the continuous development of the Finance Function.

## Top duties / responsibilities of role

### Service Development

- Developing new and more efficient ways of delivering services, including leading service development projects

### Team Performance

- Ensuring that performance targets are met and that team resources are managed effectively

### Lead responsibility for:

- Management accounting, including supporting budget managers in revenue and capital budget preparation, monitoring and reporting
- Financial lead for options appraisal and service reviews, including analysing financial performance and advising service managers to support decision-making
- Analysing financial performance and contributing to medium and long-term business plans and forecasts
- Company and charity (management) accounting
- Providing professional and technical advice and judgement to the Section 151 Officer, Head of Finance, Finance staff, Council Officers and Members as required.

Supporting the Head of Finance in:

- Delivery of Service and Financial Planning processes
- Development of key financial strategies and Plans
- Budget modelling, including maintaining the Medium Term Financial Plan
- Ensuring robust supporting corporate governance processes, risk management and internal controls.

Deputise for the Head of Finance where required.

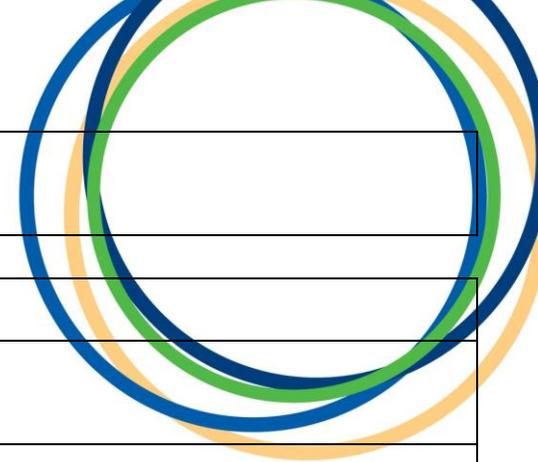
Attend some evening meetings.

# Person specification and interview assessment form



<b>Candidate name</b>			
<b>Contact number</b>			
<b>Role title</b>	Finance Manager – Management & Commercial Accounting		
<b>Date of interview</b>		<b>Signed by recruiting manager</b>	

Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
<b>Qualifications</b>			
CCAB accountancy qualification with significant post-qualification experience	E		
<b>Experience and achievements</b>			
High level of relevant local government accounting knowledge, skills and experience. Commitment to own and team's CPD	E		
Extensive Management accounting experience, including supporting budget managers in revenue and capital budget preparation/monitoring and submission of returns	E		
Extensive commercial accounting, options appraisal and service reviews experience, including analysing financial performance and advising budget managers and boards	E		
Company and charity (management) accounting	E		
Leading initiatives to develop both the Finance function and financial processes	E		



Staff management experience, including supervising the work of other finance professionals, staff performance management and team leadership.			
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<b>Role required competencies and behaviours</b>			
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Understanding the bigger picture – able to put the detail into context and understand the implications and opportunities at a strategic level	E		
Excellent written and oral communication skills – in particular when advising non-financial colleagues and stakeholders. Experience of writing formal reports and briefing papers.	E		
Excellent stakeholder management and engagement skills – able to build effective working relationships and networks	E		
Team worker – experience of working on multi-disciplinary teams	E		
Professional integrity	E		
Excellent time management and commitment to deliver to own and team deadlines	E		
Highly competent in managing competing priorities and workloads	E		
Technically proficient in MS Office – in particular Excel and WORD	E		

<b>Corporately required personal qualities and behaviours</b>			
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Innovative	E		
Supportive	E		
Flexible	E		
Positive	E		

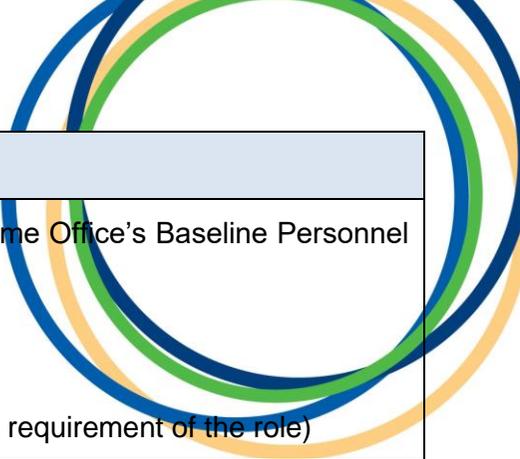
<b>Total Criteria Score</b>		<b>Feedback to be given to candidate:</b>
Essential Criteria Score		
Preferred Criteria Score		
<b>Appointment choice number</b>	1st / 2nd / 3 <sup>rd</sup>	

## Summary of employment package



<b>Place of work</b>	<p>The role will be primarily based at <b>Town Hall, Reigate</b></p> <p>We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.</p>
<b>Salary</b>	<p>Graded <b>Management 3</b>, the salary will be in the region of <b>£61,512 - £67,890</b> per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.</p>
<b>Duration of contract</b>	<p>The contract will be offered on a permanent basis.</p>
<b>Probationary period</b>	<p>Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.</p>
<b>Hours of work</b>	<p>Hours of work are nominally 36 per week.</p>
<b>Employment Benefits</b>	
<b>Flexible working hours</b>	<p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.</p>
<b>Annual leave</b>	<p>The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>

<p><b>Pension</b></p>	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: <a href="http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates">http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</a></p>
<p><b>Training and development</b></p>	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
<p><b>Professional subscriptions</b></p>	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year directly by invoice.</p>
<p><b>Car parking / Travel loan scheme</b></p>	<p>Unless your role is classed as an essential user, you take part in our car share scheme, or you are physically disabled, car parking is not made available.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.</p>
<p><b>Cycle purchase scheme</b></p>	<p>The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.</p>
<p><b>Employee discounts</b></p>	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>



## Other Conditions

<b>Pre-employment checks</b>	<p>Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):</p> <ul style="list-style-type: none"><li>• at least two satisfactory references</li><li>• eligibility to work within the UK, and proof of your identity</li><li>• evidence of relevant qualifications</li><li>• basic criminal record check (As access to secure government systems is an intrinsic requirement of the role)</li></ul>
<b>DBS clearance</b>	<p>Employment with the Council will also be subject to receipt of standard Disclosure and Barring Service (DBS) clearance. Details will be provided to the successful applicant, which may require completion of an online application and/or registration to the DBS 'Update Service'.</p>
<b>Paid work with another employer</b>	<p>If you are appointed, your contract with the Council should normally be classed as your main employment. You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
<b>Politically restricted role</b>	<p>As this role is required to advise elected members, this is considered to be a 'politically restricted post'. This means you cannot be, or try to become, a councillor, a Member of Parliament or a Member of the European Parliament during the period of your contract. This post is one that is listed as politically restricted in accordance with the requirements of the Local Government and Housing Act 1989.</p>
<b>Disclaimer</b>	<p>Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate &amp; Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.</p>



# Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

## Our Vision

Working together to make a great place to live, work and enjoy.

## Our Values

Making a difference, doing the right thing, being bold and confident.

## Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

### Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

### Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

### Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

### Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

## Great People



POSITIVE



INNOVATIVE



SUPPORTIVE



FLEXIBLE