

# Job Profile



<b>Job Title</b>	Finance Manager (s151 officer)
<b>Reports to</b>	Chief Executive
<b>Politically restricted Y/N</b>	Yes
<b>DBS check Y/N</b>	Yes
<b>Date</b>	March 2023

## Job purpose

The post holder will manage the Council's Accountancy and Exchequer functions in order to provide a consistently good and improving service and to provide an effective financial and management accounting function. In addition will be responsible for Audit and form part of the Councils Senior Management Team.

Working with staff at all levels, the post holder will supply professional advice and guidance to the Council's employees, and elected members, on all Finance matters.

The post holder will ensure the Councils financial policies are implemented, reviewed, adhered to and updated when required.

The postholder will act as the Council's Statutory (s151) Finance Officer

The post holder will contribute to the wider management and leadership of the Council and, as such, will accept joint responsibility with other managers for the Council's overall performance. They will also contribute to and take responsibility for tasks and pieces of work beyond their immediate area of responsibility including a requirement to participate in a rota providing on call or emergency cover, which includes the Emergency 'silver rota'.

## Torrige's Core Values

### **Working with people**

Works effectively with people inside and outside of Torrige Council to deliver and develop our service. Builds respectful, positive, and productive relationships with all.

### **Delivering excellent customer service**

Puts the needs of our customers first, be they internal or external. Does their utmost to deliver a high quality service.

### **Adapting and responding to change**

Able to adapt to changes and face future challenges with positivity and open-mindedness. Embraces innovative ideas that improve our service.

### **Displaying and promoting professional integrity**

Works honestly, transparently, and responsibly at all times. Holds themselves to high ethical standards, such as by committing to implement anti-discriminatory and equal opportunities policies

## Main duties and responsibilities

### Strategic Management

- To manage the financial accountancy team to ensure agreed targets and objectives are met in order to assist the Council in delivering its Strategic Plan.
- To assist the Council with implementing best practice at all times and benchmarking all activities externally to ensure that the Council is at the forefront of innovation and creativity.
- To identify, formulate and implement financial risks, plans, targets and reports as appropriate. This includes monthly, quarterly and annual accounts.
- Lead the budget and financial planning processes and closure of the Council's statutory accounts.

### Management of the Finance Department

- The day to day management of a team of officers.
- Conducting appraisals, objective setting, motivating and supporting the team to deliver excellent customer service and support to the Council.
- Ensuring that Financial support is available at all times by good use of time management and resources.
- Development of coherent and realistic business plans including the gaining of 'ownership' by Lead Members and the relevant Committee(s)
- Effectively deploying all relevant resources so as to ensure the delivery of business and service plans and accepting responsibility for these to Members.
- Corporate responsibility for risk management and business continuity, including support and advice to businesses and voluntary organisations.

### Service Delivery

- Development of coherent and realistic business plans including the gaining of 'ownership' by Lead Members and the relevant Committee(s)
- Effectively deploying all relevant resources so as to ensure the delivery of business and service plans and accepting responsibility for these to Members.
- Managing people effectively in accordance with the Council's agreed policies and practices: this includes effective performance management both on a day to day basis and through formal mechanism such as appraisal and absence management provisions.
- Effective financial management, having regard to the on-going need to reduce costs whilst maintaining and/or improving performance.
- Effective use of all other resources including risk management.
- Compilation of statistics and reports including presentation of these to Committees and external bodies as may be required.
- Contributing to the development of medium to long term strategies for specific service areas whilst also having regard to the wider corporate aims of the Council
- Attend committee meetings and meetings of other bodies

### Corporate Management Responsibility

- Contribute to and accept joint responsibility for the wider corporate management and leadership of the Council
- Contribute and/or lead, as required, on specific pieces of work and projects that may extend beyond the post holder's immediate responsibilities
- Participate as a member of any on-call or standby arrangement and otherwise contribute in the event of an emergency arising
- Lead on risk management and Audit across the Authority

### Diversity & Equal Opportunities

- To champion the approach of the Council to Diversity and Equal opportunity for all.

### Health & Safety

- To implement and uphold all Health & Safety measures as identified in the Council's policy and risk assessments.
- To work with all of the Management team to ensure that the required duty of care is expressed and demonstrated throughout the Council.

**Other duties:**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

**Health & Safety:**

The Council has a Health and Safety Policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

**Risk Management:**

(Employee)

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Manager.

(Manager)

The Council has a Risk Management Strategy and it is the responsibility of Operation Managers and Strategic Managers to comply with the contents including leading the risk management process within their service; identifying and managing significant operational risks.

**General Data Protection Regulations:**

It is the responsibility of the postholder to ensure that the organisations requirements for compliance with the General Data Protection Regulations are met.

**Single Equality Scheme:**

The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.

**Safeguarding Children and Adults at Risk:**

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.



<b>Experience</b>	
<b>Essential</b>	
Experience of end of year financial accounts and statements process	A & I
Experience of managing financial budgets and delivering efficiencies	A & I
Experience of business/service planning and its link to financial and performance planning/monitoring	A & I
Extensive experience in management of financial services and an appreciation of the issues and challenges facing other areas of the Council	A & I
<b>Desirable</b>	
Proven record of continuous change and improvement	I
<b>Skills</b>	<b>Method of Assessment</b>
<b>Essential</b>	
Demonstrate integrity at all times	I
Numerate and an ability to critically evaluate information	A/AB
Demonstrate experience and comfort in operating at senior decision making level	I
Create solutions, policies and strategies to address issues	I/PA
Strong influencing and leadership skills	I/PA
Demonstrate a commitment to Equal Opportunities and Diversity issues	I
Competent in Microsoft applications (Outlook, Word, Excel etc)	I/PA
Excellent verbal, written communication and interpersonal skills with the ability to engage at all levels	A/I/AB