

Role Profile

Senior Finance Manager Grade 8

Financial Management Division Corporate Services Directorate

Reports to: Principal Finance Manager

Key Role Descriptors:

The role holder will lead and manage a team responsible for providing financial advice, management and monitoring information in respect of a service area.

The role holder will take a leading role in the preparation of the annual revenue and capital budgets, closure of accounts and statutory returns in line with both legislative and corporate requirements.

The role holder will assist in preparing and co-ordinating detailed revenue and capital budgets that contribute to the preparation of both the service business plan, and the overall Council's annual budget.

Key Role Accountabilities:

To assist the Principal Finance Manager with the development and implementation of service business plans.

To lead and promote activities aimed at ensuring the provision of an effective, high quality financial management service.

To identify financial accounting and funding developments and legislative changes that impact on the service.

To lead and manage a team in the detailed preparation of specific areas of the revenue and capital budgets in accordance with the City Council's financial regulations and statutory requirements.

To provide accurate and timely financial advice and support to service managers, partner organisations and outside bodies to enable effective management of the specific areas of the revenue and capital budgets.

To prepare reports, briefing notes and working documents for committee meetings, working groups, outside bodies and other stakeholders as required.

To manage a team to ensure that all revenue and capital accounts are maintained and closed in an accurate and timely manner, in accordance with statutory requirements.

To lead in the provision of effective financial support for major projects and initiatives.

To co-ordinate and advise on the commission of external agencies and consultants.

To communicate effectively with budget holders and heads of service, meeting regularly to discuss financial matters relating to their budget, monitoring and accounting responsibilities, ensuring effective follow up actions are taken.

To identify, review and improve the quality of information provided to budget holders, other departmental finance staff, partner agencies and government departments.

To develop, design and review financial procedures and systems and written procedure manuals in order to maximise productivity and quality of output; ensuring that corporate, departmental and customer needs are identified and met.

To participate in co-working and problem solving through a multidisciplinary approach to divisional and corporate and departmental service delivery.

To ensure the maximisation of resources available to the Council and ensure resources are utilised efficiently and effectively.

To provide effective management and leadership to staff within the team, undertaking activities relating to all aspects of performance management and staff development.

To deputise for the Principal Finance Manager in their absence including attendance at meetings and undertaking staff management as required.

To participate in continuous professional development activities.

Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.



Senior Finance Manager - Key Competencies and Technical Requirements

Generic Behavioural: General

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills

- **Communication Skills:** An ability to communicate with a wide range of people at all levels of both the City Council, and Partner organisations, with the skills to enable non finance people to understand complex financial issues using a variety of methods, including both oral and written communication in a clear, concise, accessible and effective manner.
- **Analytical Skills:** In depth knowledge and understanding of the skills required to ensure effective budgetary and business planning processes are adopted and implemented within each service area. Ability to identify problems and trends that may impact on decisions and take a leading role in planning approaches to tackle the issues identified.
- **Planning and Organising:** Ability to effectively plan and prioritise workload within deadlines and to agreed standards. Ability to maintain focus and objectivity whilst having competing deadlines.
- **People management:** Relevant management experience, which should include motivation skills, leading and directing a team. Excellent team working skills and self-confidence with a proven ability to assist in maximising the effectiveness of a team.
- **Problem Solving and Decision Making:** Appropriate skills to rapidly identify problems, identify appropriate solutions and implement the necessary actions to resolve the problem.
- **IT Skills:** Ability to use multiple applications, systems and associated software packages. Highly developed database and spreadsheet skills necessary to support analysis and decision making processes.
- **Commercial Skills:** A general knowledge and understanding of the legislative, political and social context in which the Council operates, together with a broader understanding of the effects they could have on service provision departmentally and Council wide.

Willingness to promote and integrate diversity and social inclusion policies in all aspects of employment and service delivery.

Technical requirements (Role Specific)

Skills to review and develop financial procedures and routines, ensuring they are maintained to aid the effective operation of a complex financial management service.

Sound knowledge of the statutory framework for accountancy, and understanding of accounting principles and techniques, including an appreciation of the CIPFA Accounting Code of Practice for Local Government and Accounts and Audit Regulations.