**Role Profile**

**Directorate Finance Lead, SS1 (Senior Operational/Technical Lead)**

**Financial Management, Corporate Services**

**Reports to: Assistant Director of Finance**

**Role portfolio**

**Overall purpose of the role**

*Key accountabilities of the job and the outcomes the role is responsible for*

The roleholder will provide strategic support and assistance to the relevant Assistant Director of Finance in formulating and implementing proposals for the strategic financial management of all budget matters within Directorate Finance.

The roleholder will ensure that appropriate and robust systems and procedures are in place to monitor budgets and resources and that managers and staff are appropriately trained in the use of such systems.

The roleholder will be the finance lead for a Directorate and will be the day to day support for the relevant departmental management team and Lead Executive Member.

The roleholder will deputise for the relevant Assistant Director of Finance on all Directorate financial matters in their absence as required.

**Key Role Accountabilities**

Work closely with the relevant Assistant Director of Finance and City Treasurer in the continuous improvement of financial management arrangements that will provide assurance that the council is delivering its priorities within budget.

Lead accountability for the day-to-day professional financial and budget management activities within Directorate finance, including delivery of the budget strategy, and the effective delivery of financial advice and support.

Lead accountability for the implementation and communication of systems and procedures for ensuring proper application of the City Council’s financial and accounting requirements, the proper application of CIPFA’s SORP and ensure financial probity generally across all areas of their services.

Lead accountability for identifying, interpreting and keeping up to date with any legislative or accounting changes including consultation, guidance or regulation impacting on the Local Authority or other relevant external bodies and ensuring that the implications are understood and communicated and effective implementation arrangements are in place.

Develop and maintain effective working relationships with the Strategic Director and Departmental Management Team to ensure the effective management of all budgets and resources and achievement of efficiency savings.

Lead and manage the development and implementation of effective systems and procedures to ensure that the revenue implications and business plans associated with the service’s capital programme are addressed appropriately.

Accountable for the production of the capital and revenue budgets and provide professional support in the achievement of financial targets set.

Provide financial advice and support to Strategic Directors, departmental management teams, elected members and key stakeholders, including attendance as Directorate Finance Lead at relevant meetings.

Advise on the financial implications for MCC of high level initiatives and projects, ensuring that this strategy fully supports the City Council’s Strategic Plan and meets the requirements of the City Treasurer in providing robust financial management arrangements.

Drive development of financial models to illustrate the financial impact of proposals. Run sensitivity analyses, highlight risks and draw conclusions from the business cases presented, including suggesting alternative approaches and solutions.

Professionally liaise and negotiate with Government Departments and other external funders as appropriate with regard to financial issues and funding arrangements.

Maintain a close working relationship with the relevant Assistant Director of Finance, City Treasurer, Strategic Director(s) and Elected Members on a regular basis to ensure that any areas for concern are immediately highlighted and appropriate corrective action taken.

Effectively lead, manage and develop a team of staff, ensuring a high level of performance, continuous improvement and quality of service at all times.

Effectively coordinate the successful delivery of specific projects designed to increase the financial effectiveness of Directorate Finance.

Ensure preparations are in place so that City Council’s corporate policies, procedures and relevant service standards for resource procurement, managing budgets, quality and risks are implemented by staff.

**Key Role Descriptors:**

This leadership role will provide professional and technical advice and/or operational management within a service, acting as principal advisor within their area.

The role holder will develop greater coordinated working across services, partners and communities through relationships with key stakeholders and by listening and engaging with people to deliver improved services, recognising the importance of external relationships to the organisation.

The role will adapt and develop organisational policies, applying innovative thinking to develop solutions across a range of issues.

The role holder will focus on service delivery and outcomes, driving service priorities, and adapting to changing internal and external environments to achieve for Manchester.

Manage employees and budgets successfully ensuring service needs and resource levels are identified and met. Shared or lead responsibility for a specific budget/s.

Ensure statutory regulations are met to safeguard the organisation and the population of Manchester.

Provide clear communications to City Council Committees, elected Members, MPs and organisations from the public, private and voluntary sectors, to enable effective decision making.

Our leaders should be exemplars of the Our Manchester behaviours in action: demonstrating them through their interactions with colleagues and partners day-in-day-out and their overall approach to delivering for the people of Manchester. They should be confident in challenging others who are not demonstrating these behaviours and open to challenge when others feel they are not working in this way.

Foster commitment, talent and fresh thinking, challenging yourself and others and take responsibility for their own development and promoting continuous learning.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**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.**

**Behaviours, skills, and technical requirements**

**Our Manchester Behaviours**

* We work together and trust each other
* We’re proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and aren't afraid to try new things.
* We show that we value our differences and treat people fairly

**Generic Skills**

* Communication Skills: A highly skilled communicator in terms of the political/ officer interface who exhibits integrity and creates rapport, trust and confidence.
* Strategic Thinking: Thinks and acts cross-functionally and cross-organisationally, beyond one's own professional areas of specialism, perceiving the wider picture and the implications of short-term decisions for the achievement of long-term strategic goals.
* Problem Solving and Decision Making: Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure.
* Project Management: Ability to identify, assess and respond to the key risks to the achievement of strategic and operational objectives.
* Analytical Skills: Application of strong analytical reasoning skills and intellectual focus, taking in the wider external and internal environments and proactively think through problems rather than reactively following a procedure-driven approach
* People Management: Effective development, management and motivation of staff within service area, providing leadership and planning for the work of a service based function or Council wide team. Establishes clear targets and monitors progress to ensure continuous improvement in service delivery.
* Financial Management: Excellent financial planning skills to develop short, medium and long term financial plans with an ability to budget proactively with large, high-risk or volatile elements being identified and cross-referenced to operational activity.

**Technical requirements (Role Specific)**

* Must be a qualified CCAB Accountant.
* Experience of preparing, managing and monitoring significant revenue and capital budgets in a large and complex organisation.
* Experience of preparing and managing the preparation of annual financial accounts in a large and complex organization.