**Role Profile**

**Principal Finance Manager**

**Grade 9**

**Financial Management Division**

**Corporate Services Directorate**

**Reports to: Group Finance Lead or Corporate/Directorate Finance Lead**

**Key Role Descriptors:**

The role holder will provide an appropriate, accurate and effective financial management service ensuring financial probity and timely interpretation and implementation of legislative and accounting changes.

The role holder will identify, advise on and manage the financial aspects of high level initiatives and projects undertaken by the City Council and, where appropriate, its partners and be a proactive member of relevant steering groups as necessary.

As a senior member of Financial Management the roleholder will contribute actively and effectively to the development of the service, its people and its performance.

**Key Role Accountabilities:**

To support the Group Finance Lead in the effective and efficient preparation of the medium term revenue and capital budgets in accordance with the statutory timetable and in line with corporate priorities.

To provide accurate and timely corporate revenue and capital budget monitoring and funding reports to senior officers and members.

To support the production of the annual statement of accounts including ensuring that all accounts are closed and statements produced in an accurate and timely manner in accordance with statutory requirements and the corporate timetable.

To keep up to date with any legislative and accounting changes including consultation and proposed changes in legislation, impacting upon Local Authority or other relevant external bodies, in order to review and scrutinise and provide briefing and other reports as required to ensure effective implementation, compliance and risk mitigation.

To co-ordinate consultation responses to Government Departments and other External agencies/groups e.g. CIPFA, SIGOMA.

To provide information and financial data required for Business Plans, project plans and management action plans and to provide an overview and initial scrutiny role.

To provide financial information required by external bodies.

To ensure that financial regulations are applied and adhered to and promote their importance.

To support Directorates, Corporate Finance and other stakeholders by providing comprehensive financial management services including budget planning and reporting and advice regarding the financial implications of service development proposals and statutory changes. The role holder must challenge and support officers when developing the assumptions underpinning their business plans and specific business cases.

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

To represent Finance within multi-disciplinary teams with both internal and external partners as required.

To work effectively with other departmental finance sections to ensure the provision of an integrated financial support service across the Council.

To prepare financial models to illustrate the financial impact of proposals. In addition, run sensitivity analysis, highlight risks and draw conclusions from the business cases presented, including suggesting alternative approaches and solutions.

To coordinate financial and performance data and ensure accurate statistical and performance returns are completed as required.

To draft reports and presentations tailored to the appropriate audience summarising work done and the key findings. Present findings in a coherent and persuasive manner.

To participate in, and lead where appropriate in the preparation of guidance and training for departmental finance staff, senior officers and members.

To participate in, and lead where appropriate, the development of new systems to help meet the financial information needs of the Council and other relevant bodies.

To provide effective management and leadership to staff within the team including all aspects of performance management and staff development.

To support the Head of Finance in ensuring that the relevant targets within the Financial Management Business Plan are actively monitored and link these to the appraisal and supervision processes.

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

To ensure maximisation of resources available to the Council and efficient and effective utilisation.

**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.**

**Principal Finance Manager, Grade 9**

**Key Competencies and Technical Requirements**

# Our Manchester Behaviours

* 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**: Excellent verbal and written communication skills; ability to engage constructively with forums and other bodies across all organisational levels. Ability to advise and put case across in relatively straightforward, non-contentious situations with ability to persuade and negotiate agreement. Is able to influence and persuade key Council decision makers. Writes convincingly and clearly, succinctly and correctly, avoids the unnecessary use of jargon or complicated language; writes in a well structured and logical way and structures information to meet the needs and understanding of the intended audience.
* **Analytical Skills**: Highly developed investment appraisal skills. Skills to analyse a wide range of data and other sources of information to break them down into component parts, patterns and relationships; probes for further understanding of problems and makes rational judgements from the available information and analysis demonstrating and understanding of how one issue may be part of a much larger system/issue.
* Ability to identify patterns and trends that may impact on decisions and propose realistic conclusions identifying the risks and any assumptions made. Ability to absorb, understand and quickly assimilate complex information and concepts, evaluate information from a number of different sources and identify areas for improvement.
* **Planning and Organising:** Ability to complete work within deadlines and to agreed standards. Excellent prioritisation skills, evidenced by targets setting for self and others to meet demanding timescales.
* Ability to maintain sound judgement under competing priorities and pressure.
* **People management:** Strong development, management and

motivation skills, providing leadership and direction to the team(s). Excellent team working skills and self-confidence with a proven ability to forge partnerships and build positive working relationships, negotiate with and influence other partners and organisations

* **Problem Solving and Decision Making:** Self-directing and able to

use own initiative to make decisions and identify solutions to problems not previously experienced. Ability to think laterally and take into account the root cause of a problem and the client / organisation -wide consequence of decisions made

* **Strategic Thinking**:. Skills to identify good practice and areas for improvement in strategy and communicate these to colleagues and key stakeholders. Ability to contribute to the development, implementation and evaluation of strategy to shape future plans.
* **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:** Awareness of key trends emerging in local and central government and the effects they could have on service provision departmentally and Council wide. Knowledge and understanding in general of the legislative, political and social context in which the Council operates. Commercial awareness of business needs and new technology developments. Detailed knowledge of financial development, monitoring and control techniques including the acquisition of funding from external sources, income generation and ensuring regulatory compliance.

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

# Technical requirements (Role Specific)

The roleholder must be a qualified CCAB accountant.

Detailed knowledge of financial analysis and modelling including preparation and reviewing of business plans.

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