

**Role Profile****Finance Manager  
Grade 7****Financial Management Division  
Corporate Services Directorate****Reports to: Senior Finance Manager****Key Role Descriptors:**

The Finance Manager will provide financial advice and information to service heads on all budget monitoring and financial advice issues. They will also contribute to business planning, preparation of annual budgets, closure of accounts whilst ensuring the adherence to the City Council's financial regulations.

Through understanding of the business, the roleholder's work provides appropriate financial advice and identifies opportunities for improvement in the systems of financial management and quality of financial information.

**Key Role Accountabilities:**

Through active engagement with managers, clients and awareness of the business ensure finance work is focused and prioritised to address key risks and pressures.

Support the Principal and Senior Finance managers to prepare revenue and capital budgets in accordance with the City Council's Financial Regulations

Undertake accurate and timely reconciliations between the general ledger and other financial information systems.

Provide timely interpretation and advice on new financial regulations, accounting developments and legislation.

Prioritise own workload and allocate and monitor the work of the Finance Officers / Assistants to ensure the timely delivery of quality assured financial information and advice to budget holders.

Input into the development, design and review of financial procedures, manuals and systems to maximise productivity and quality of output, ensuring that corporate, departmental and customer needs are identified and met.

Maximise impact and efficiency of the service through co-operation and joint working within the division and with appropriate services across the Council.

Personal commitment to continuous self development and service improvement.

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.**

## **Finance Manager – Key Competencies and Technical Requirements**

### **Behavioural Competencies - Generic**

- **Teamwork** – Working together helps deliver the best outcomes.
- **Customer Service** – Putting customers at the heart of what we do.
- **Delivery** – Delivery of high quality services is at the heart of what we do.
- **Change** – Improving services and making the most of resources.
- **Pride in Manchester** – Demonstrating pride in our city.

### **Generic Skills**

- **Communication skills:** Ability to advise and put case across in relatively straightforward, non-contentious situations with ability to persuade and negotiate agreement. 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:** 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 and compare information from a number of different sources. 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.
- **Planning and Organising:** Ability to organise own time effectively, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required. Ability to maintain sound judgement under competing priorities and pressure.
- **Problem Solving and Decision Making:** Ability to think laterally and take into account the root cause of a problem and the client / organisation-wide consequence of decisions made. Ability to formulate independently a range of options for new or unfamiliar situations and to select the appropriate course of action to produce a logical, practical and acceptable solution. An ability to make independent decisions of a relatively uniform nature.
- **Strategic Thinking:** Ability to contribute to the development, implementation and evaluation of strategy to shape future plans. Skills to identify good practice and areas for improvement in strategy and communicate these to colleagues and key stakeholders.
- **IT Skills:** Ability to use multiple applications, systems and associated software packages.
- **Commercial Skills:** Demonstrates an understanding of strategic issues, taking account of business needs and new technology developments.



**Technical requirements (Role Specific)**

Possession of the AAT qualification or a commitment to study and as appropriate the drive and self discipline to study for completion of CIPFA Professional Qualification.

Basic 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.