

JOB DESCRIPTION & PERSON SPECIFICATION	
Director Area: Resources	Job Ref Number: 03926
Service Area: Financial Services	Grade: G11
Job Title: Strategic Finance Manager	
<p>PURPOSE OF JOB:</p> <p>As a Strategy Finance Manager, you'll report to the Strategic Finance Lead, and will be responsible for:</p> <p>Strategic Workforce Planning Implement the Workforce Strategy ensuring development of a structure which encourages professional development and opportunities to improve skills to meet the need of the service. Provide coaching, mentoring and display leadership qualities which promotes performance excellence.</p> <p>Strategic Financial Management Deliver effective strategic financial planning and performance management on revenue and capital budgets assessing financial risk and influencing actions to mitigate the risk across a diverse range of activities/services.</p> <p>Strong Financial Governance Create and continuously evolve a sound and compliant financial control environment. To ensure the effective management of resources in accordance with statute, the rules and regulations of the Council and the commissioning strategies.</p> <p>Detailed Technical Expertise Continuously evolve Financial Services aligned to current Financial Standards. Anticipate financial risks and/or opportunity providing technical expertise to mitigate / minimise risk and to maximise opportunities.</p> <p>Lead Transformation Lead by example ensuring Financial Services deliver efficient and effective services which meet the needs of the Council and its customers. Identify, analyse and deliver opportunities for implementing alternative service solutions, maximising the benefits and efficiencies to the council and its customers.</p>	

TEAM STRUCTURE:



MAIN DUTIES:

1	Using a detailed knowledge of accounting standards, including CIPFA Code of Practice and International Financial Reporting Standards, responsible for revenue and capital budget preparation, monitoring and closure of the final accounts.
2	Working collaboratively with colleagues, provide accurate and effective financial intelligence and advice aligned with accounting standards, financial planning and corporate objectives.
3	Develop and maintain relationships with commissioners, service users and stakeholders. This includes dealing with a range of complex, often contentious matters, requiring consistent financial advice, guidance and support.
4	Coordinate the delivery of effective strategic financial planning, financial management and performance management in relation to all revenue and capital budgets for substantive service areas.
5	Implement a sound financial control environment including structured, efficient, and compliant financial systems and processes delivering end users training. To act as a focus point for liaison with internal audit.
6	To monitor, evaluate and advise on the financial impact of changes in statutory requirements or guidance; public spending plans, grant distribution or funding mechanisms; accounting policies.
7	Working across the council and with external parties, influence the Medium-Term Financial Plan promoting delivery of financial sustainability for Lincolnshire. This includes responsibility for influencing decision-making, implementing, monitoring and evaluating policy decisions and changes to service delivery models.
8	Identify and structure the Medium-Term Financial Plan key drivers of income and expenditure incorporating horizon scanning, benchmarking, scenario modelling and risk.
9	To provide complex technical expertise, guidance and support to staff involved in decision making both internal and external to across the Council

10	To act as one of the Council's authorised bank signatories e.g. providing authorisation to electronically transfer multi £million bank/payroll/other transfers, investments, payroll runs, grant claims, debt write-off, BACS and Cheque payments etc. on behalf of the Authority.
11	Breakdown highly complex problems and use experience and judgement to evaluate potential options for resolution.
12	Preparing responses to press related matters and completion of Freedom of Information requests recognising those that are commercially sensitive in nature
13	To co-ordinate and motivate a team (team of between 9-27) to deliver effective financial services, developing a culture of continuous improvement.
14	Implement complex financial governance structures including risk management, policies, and procedures, monitoring budgets
15	Implement a sound financial control environment including structured, efficient, and compliant financial systems and processes delivering end users training.
16	Maintain up to date knowledge of accounting standards, the CIPFA Code of Practice on Local Government Accounting, the CIPFA Service Reporting Code of Practice and all other relevant financial codes. and support staff to maintain standards across the team.
17	Provide advice and lead financial modelling on implications of service development proposals and statutory changes maximising opportunities and minimising risks.
18	Build and enhance relationships both internal and external to financial services. This will involve dealing with complex and sometimes contentious matters requiring sensitivity as the outcome could have a material effect on the person, service or the Council.
19	Contribute to work with commissioners/partners to ensure a robust approach to data analysis and forecasting. Provide business intelligence to support decision making by horizon scanning and maintaining a good knowledge of local government funding matters.
20	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators.
21	Create healthy debate, providing constructive challenge to existing processes to drive efficient and effective service delivery.
22	Act as a role model and develop others to create a dynamic environment to respond positively and creatively to changing expectations. As an employee, create a positive image of the County Council.
23	Responsible for undertaking Continuing Professional Development, applying the learning to enhance service delivery. Adopt a coaching approach with others to encourage opportunities to maximise strengths, effectively develop and deliver good outcomes. Responsible for the completion of all mandatory training applicable to the role in accordance with LCC employment policies including refresh within the stated timescales.
24	Comply with Health and Safety policies and procedures for staff ensuring risk assessments are carried out to minimise and/or mitigate risk to staff.
25	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
26	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
27	Proactively lead the implementation of agreed service changes developing processes and operational guidance to deliver a smooth transition, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

28	Maintain up-to-date knowledge of Financial Regulations and Financial Procedures, ensuring that they remain fit for purpose. Ensure that the regulations and procedures are communicated to the relevant budget and spend managers, and that the key points are included in training material as appropriate.
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PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Full CCAB or CIMA accounting qualification with substantial relevant experience, or substantial relevant experience in a senior post.	A/I	X	
Adheres to the Professional Code of Ethics, complies with the values and behaviours of the council and displays a positive attitude when delivering their role.	A	X	
Excellent leadership skills with experience of creating a learning environment to encourage continuous improvement.	A/I/P	X	
3 years relevant experience in a senior manager position.	A	X	
Detailed knowledge of accounting standards including, CIPFA Code of Practice and International Financial Reporting Standards and the impact these have on the Council's Statement of Accounts.	A/I	X	
Excellent Communication skills – ability to communicate effectively with councillors, senior officers, external auditors and partners including funding bodies and government departments and agencies, so as to secure their confidence and respect.	A/I/P	X	
Expert in balancing multiple responsibilities, prioritising based on urgency and service/customer relevance adapting quickly to the changing environment. Expert in meeting deadlines often dictated by an ever-changing external environment.	I/P	X	
Expert presentational and report writing skills with the ability to	A/I/P	X	

engage and explain complex information to a range of audiences in a clear and concise manner and within established timeframes.			
Expert analytical skills with the ability to methodically breakdown complex financial problems and articulate potential solutions clearly and without jargon.	I/P/T	X	
Expert ability to establish financial performance reporting aligned to the councils objectives and the operating environment	I	X	
Excellent ICT skills covering Microsoft 365, Unit 4 BW and financial modelling tools.	A/P	X	
Ability to work closely with other disciplines to deliver required policy objectives. Establish strong relationships both internally and externally, building customers confidence in your advice and guidance. Use good negotiation and influencing skills to inform decision making.	A/I	X	
Self-motivated person with the ability to motivate others in a hybrid working environment	I	X	
To understand and have awareness of the impact on decisions, recommendations and advice on equality and diversity.	I	X	
Detailed knowledge of the Council's constitution, Financial Strategy, financial regulations financial procedures, schemes of authorisation and their rationale within the control framework.	A/I		X
Detailed knowledge and understanding of local government finance including service funding arrangements	A/I		X
Good negotiation, and persuasion skills	A/I		X
Able to formulate and offer balanced advice to Councillors and a large range of other council and external organisations, groups and bodies.	A/I		X

A good appreciation of political sensitivity and ability to formulate and offer balanced views/advice.	A/I		X
Expert change management and project leadership skills	A/I		X

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Details:

Job Title	Strategic Finance Manager
Identifier	03926
Director Area	Resources
Service Area	Financial Services
Score	598
Grade	Grade 11

Factor Levels:

Supervision/Management Of People	4.2
Dispersal Awarded	No
Creativity & Innovation	5
Contacts & Relationships	5
Decisions - Discretion	4
Decisions - Consequences	3
Resources	1
Work Demands	3
Physical Demands	1
Working Conditions	1
Work Context	1
Knowledge & Skill	6