

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 03927

Service Area: Financial Services

Grade: G9

Job Title: Finance Manager

PURPOSE OF JOB:

As a Finance Team Manager, you'll report to the Strategic Finance Manager, and will be responsible for:

Daily Management of the Team

Develop staff within your team through coaching, mentoring and leadership to achieve performance excellence.

Financial Management

Deliver efficient, effective financial management across all revenue and capital budgets.

Strong Financial Governance

Deliver a sound and compliant financial control environment. To ensure delivery of financial services aligned to Financial Regulations, Procedures and Policies.

Provide Technical Expertise

Anticipate financial risks and/or opportunity providing technical expertise to mitigate / minimise / maximise opportunities.

Manage Transformation

Analyse and deliver opportunities for implementing alternative service solutions, maximising the benefits and efficiencies to the council and its customers.

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	Assist with the coordination and delivery of effective strategic financial planning, financial management and performance management in relation to all revenue and capital budgets for substantive service areas
4	Manage a sound financial control environment including structured, efficient, and compliant financial systems and processes ensuring end users are fully trained.
5	To provide technical expertise, guidance and support to staff involved in service delivery across the Council as required.
6	Work with budget managers to influence the Medium-Term Financial Plan promoting delivery of financial sustainability for Lincolnshire. Populate the MTFP based on key drivers of income and expenditure.
7	To manage and motivate a team (team of approx. 12) to deliver effective financial services, developing a culture of continuous improvement.
8	Prepare responses on FOI for the relevant Director Area recognising those that are commercially sensitive in nature.
9	Support maintenance of financial governance structures including risk management, policies, and procedures, monitoring budgets.
10	Maintain and strengthen relationships with commissioners, service users, stakeholders, partners and potential providers.
11	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.
12	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators.
13	Provide constructive challenge to existing processes to drive efficient and effective service delivery.
14	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
15	Responsible for undertaking Continuing Professional Development, applying the learning to enhance service delivery. Create a continuous improvement approach to the role and feeding in the wider LCC business performance improvement programme.
16	As an employee, create a positive image of the County Council.
17	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
18	Maintain professional awareness, keep up to date with changes to legislation and accounting standards, 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.
19	Proactively manage the implementation of agreed service changes ensuring smooth transition and the new processes are embedded. Maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

20	Responsible for the completion of all mandatory training applicable to the role in accordance with LCC employment policies including refresh within the stated timescales.
21	Comply with Health and Safety policies and procedures for staff ensuring risk assessments are carried out to minimise and/or mitigate risk to staff.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Full or Part Qualified CCAB or CIMA accounting qualification. Where the appointed person does not have this, they should have at least 3 years' experience in a finance environment and they will be expected to study for this and/or the CIPFA Finance Business Partner Diploma, with the Council's support.	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.	I	X	
Excellent team management skills with experience of creating a learning environment	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	
Excellent in balancing multiple responsibilities, prioritising based on urgency and service/customer relevance adapting quickly to the changing environment.	I/P	X	
Excellent in meeting deadlines often dictated by an ever-changing external environment.	I	X	
Expert presentational and report writing skills with the ability to engage and explain complex information to a range of audiences in a clear and concise manner and within established timeframes.	A/I/P	X	

Excellent analytical skills with the ability to methodically breakdown complex financial problems and articulate potential solutions clearly and without jargon.	A/I	X	
Excellent financial performance reporting skills aligned to the councils objectives and the operating environment.	A/I	X	
Excellent ICT skills covering Microsoft 365, Unit 4 BW and financial modelling tools.	A/I	X	
Able to establish strong relationships both internally and externally, building customers confidence in your advice and guidance.	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 of decisions, recommendations and advice of equality and diversity.	I/P	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
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
Appreciation of political and commercial sensitivity, ability to formulate and offer balanced views /advice.	A/I		X
Excellent change management and project leadership skills.	A/I/P		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.