

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 03950

Service Area: Financial Services

Grade: G9

Job Title: Team Manager (WCM)

PURPOSE OF JOB:

As a Team Manager (WCM), you will 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 timely working capital management services ensuring efficient and effective end-to-end processes.

Strong Financial Governance

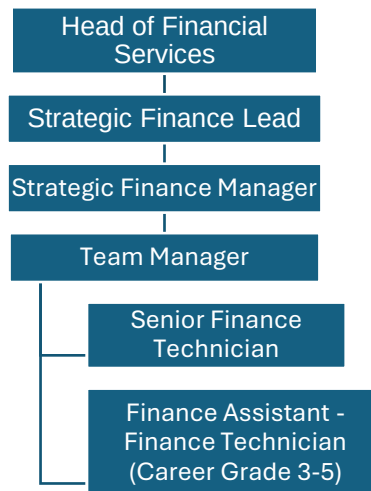
Deliver a sound and compliant financial control environment. To ensure delivery of financial services aligned to Financial Regulations, Procedures and Policies.

Provide Technical Expertise

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

Customer Focused

Understand the needs and expectations of our customers and ensure prompt delivery of services, taking action to resolve queries and/or issues promptly and courteously.

TEAM STRUCTURE:**MAIN DUTIES:**

1	Using a detailed knowledge and extensive experience, deliver efficient, effective, and compliant working capital services ensuring prompt payments in and out of the Council meetings local and national performance standards.
2	To manage and motivate a team to deliver expected performance, developing a culture of continuous improvement. To effectively plan, resource, organise and manage the work of the team ensuring a smooth, prompt customer experience.
3	Responsible for ensuring the service is delivered adhering to Financial Regulations and Procedures, monitoring to ensure a sound financial control environment including structured, efficient, and compliant financial systems and processes and ensuring end users are fully trained.
4	Maintenance of working capital policies and procures, reviewing and updating as necessary. Support maintenance of financial governance structures including risk management, policies, and procedures.
5	Continuously assess internal controls environment, ensuring all internal controls, policy and governance requirements are always adhered to.
6	Working in partnership with the Council's Audit and Counter Fraud team, implement and monitor effective barriers and financial checks to mitigate fraud.
7	To manage the Deferred Payment process working with adult social care practitioners and people in receipt of adult social care to put the agreements in place.
8	Oversee debt resolution process and ensure they are reconciled and accounted for on a timely basis. Consult with Budget Managers prior to any referral to LCC legal team.
9	Maintain strong stakeholder relationships to ensure the timely resolution of problems as well as responsive to future needs. Work with stakeholder to resolve and/or escalate any issues or complaints raised.
10	Review working capital end-to-end processes and procedures as part of a programme of continuous improvement across the Council.
11	Ensure system robustness to accurately run the functions and that any anomalies are identified, escalated where needed and corrected.

12	Run the reporting structure to inform financial statements, operational performance and to ensure the Council's statutory obligations are met within the national timescales set including adherence to the Transparency code.
13	Deliver advice and guidance to budget and spend managers ensuring prompt processing of both Accounts Payable and Accounts Receivable. Remove any barriers which risk delay to the process.
14	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
15	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 to uphold standards of best practice.
16	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
17	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.
18	As an employee, create a positive image of the County Council. Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
19	Prepare responses on FOI for the relevant Director Area recognising those that are commercially sensitive in nature.
20	Ensure compliance with Equality and Diversity policies of LCC in relation to financial activities.
21	Responsible for the completion of all mandatory training applicable to the role in accordance with LCC employment policies including refresh within the stated timescales.
22	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.
23	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	X	
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	X	
Adheres to the Professional Code of Ethics and complies with the values and behaviours of the council and displays a positive attitude when delivering their role.	A/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. Excellent in meeting deadlines often dictated by an ever-changing external environment.	A/I	X	
Excellent 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/P	X	
Excellent ICT skills covering Microsoft 365, Unit 4 BW and financial modelling tools.	A/I/P	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	A/I/P	X	
To understand and have awareness of the impact of decisions, recommendations and advice of 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
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.