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| **Profile Title:** | Strategic Finance Manager | bmbccolb | | | | | |
| **Reports to:** | Head of Financial Services |
| **Employee Management:** | Level 1 – Work allocation  Level 2 - Up to 19 employees | **Grade:** | L1: 10  L2: 12 | **Profile Ref:** | L1: 118303  L2: 90545 | | |
| **Purpose of the Post** | | | | | | | |
| Lead a comprehensive suite of professional financial management services including strategic advice and delivery of specialist financial support to cover all aspects of financial management and statutory accounts. To provide the lead support in delivering the Section 151 Officer’s statutory responsibilities in support of the Council’s operating model. | | | | | | | |
| **Responsibilities** | | | | | | | |
| **Level 1** | | | | | | | |
| * To provide financial input in relation to preparing strategies, business plans and service plans including financial modelling, option appraisal and risk analysis as required. | | | | | | | |
| * To develop, interpret and implement new Government initiatives, legislation and Council policy requirements that have financial implications, representing the Council at regional and national working groups as required. | | | | | | | |
| * To manage the continuous review of technologies and replacement of financial systems to ensure working practices are updated to support leading technologies and complement council plans. | | | | | | | |
| * To input into strategic commissioning, contracting, trading and Service Level Agreement frameworks. | | | | | | | |
| * To provide strategic financial advice, business support and financial management information to officers and Members across Council departments, schools and key partnerships including providing specialist accountancy, tax and business advice to the Council’s alternative trading delivery models/ subsidiary companies. | | | | | | | |
| * To contribute to the management of performance linked to corporate objectives and to develop actions to deal with exceptions. This will involve co-ordinating the Council’s monthly and quarterly financial and performance monitoring framework and develop performance and unit cost comparisons including quality and benchmarking frameworks. | | | | | | | |
| * To drive forward and grow the business to deliver the anticipated market share and profit in line with the business plan including identifying and developing shared services opportunities. | | | | | | | |
| * To co-ordinate the Council’s statutory year end accounts closure programme including liaison with Audit (internal and external). | | | | | | | |
| * To actively manage the continuous cycle of business engineering processes ensuring improvements across all functional areas. This will seek to drive forward efficiencies by continuously adapting, designing, monitoring and reviewing working practices, procedures and systems, making suggestions and implementing improvements to enable continued development. | | | | | | | |
| * To contribute to the Council’s financial advice in relation to all new external funding regimes to ensure the Council maximises its available resources. | | | | | | | |
| * To assist in the co-ordinated financial intelligence role to support the Council’s lobbying role, interpretation of Government financial / policy changes and respond to consultation papers as required. | | | | | | | |
| **Level 2 (To undertake all those responsibilities outlined at Level 1 and Level 2)** | | | | | | | |
| * To provide the financial lead in relation to preparing strategies, business plans and service plans including financial modelling, option appraisal and risk analysis as required. | | | | | | | |
| * To establish review and implement the overall service and financial planning and medium term financial strategy processes for the Council including consideration of the impact of different funding mechanisms (e.g. Business Rates Retention Scheme etc.). | | | | | | | |
| * To lead the continuous review of technologies and replacement of financial systems to ensure working practices are updated to support leading technologies and complement council plans | | | | | | | |
| * To develop and input into strategic commissioning, contracting, trading and Service Level Agreement frameworks. | | | | | | | |
| * To actively lead the continuous cycle of business engineering processes ensuring improvements across all functional areas. This will seek to drive forward efficiencies by continuously adapting, designing, monitoring and reviewing working practices, procedures and systems, making suggestions and implementing improvements to enable continued development. | | | | | | | |
| * To lead the Council’s financial advice in relation to all new external funding regimes to ensure the Council maximises its available resources. | | | | | | | |
| * To be responsible for establishing and maintaining financial governance frameworks for the Council’s major partnerships and projects. | | | | | | | |
| * To provide a strategic taxation and treasury management function for the Council. | | | | | | | |
| * To provide the strategic lead for managing the Council’s reserves including the Insurance Fund. | | | | | | | |
| * To lead a co-ordinated financial intelligence role to support the Council’s lobbying role, interpretation of Government financial / policy changes and respond to consultation papers as required. | | | | | | | |
| **Education and Training** | | | | | | **Measure** | **Rank** |
| * Relevant Level 7 qualification. | | | | | | A/C | E |
| * Accounting Qualification to a minimum Level 4 (AAT/CCAB/Other) | | | | | | A/C | E |
| * Training on Microsoft Office to intermediate level. | | | | | | A/C | E |
| * Project Management Training e.g. PRINCE II or willingness to undertake training. | | | | | | A/C | E |
| * Specialist financial qualifications e.g. treasury management or willingness to work towards them. | | | | | | A/C | E |
| * Evidence of Continuing Professional Development. | | | | | | A/C | E |
| * Willingness to undertake the Councils Leadership Programme | | | | | | A/I | E |
| **Relevant Experience** | | | | | | **Measure** | **Rank** |
| **Level 1** | | | | | |  |  |
| * Significant Post qualification (AAT/Other) experience in a financial environment. | | | | | | A/I | E |
| * Experience in using IT techniques particularly business intelligence tools and financial modelling / option appraisal techniques. | | | | | | A/I | E |
| * Experience of successfully implementing change management initiatives within a large complex organisation. | | | | | | A/I | E |
| * Extensive experience of planning, determining priorities and setting / meeting targets and deadlines. | | | | | | A/I | E |
| * Previous experience using Enterprise Resource Planning (ERP) based systems. | | | | | | A/I | E |
| * Experience in leadership and management | | | | | | A/I | E |
| * Experience in providing excellent customer services | | | | | | A/I | E |
| * Experience of operating in a commercial environment showing business acumen as required. | | | | | | A/I | E |
| **Level 2 (To meet all the requirements at Level 1 and Level 2)** | | | | | |  |  |
| * Significant post qualification (CCAB) experience in a public sector financial environment. | | | | | | A/I | E |
| * Extensive use of IT techniques particularly business intelligence tools and financial modelling / option appraisal techniques. * Extensive experience of successfully implementing change management initiatives within a large complex organisation | | | | | | A/I  A/I | E  E |
| * Previous experience using Enterprise Resource Planning (ERP) based systems in a local government environment. | | | | | | A/I | E |
| * Substantial leadership and management experience. | | | | | | A/I | E |
| * Significant experience in delivering customer services. | | | | | | A/I | E |
| **General and Special Knowledge** | | | | | | **Measure** | **Rank** |
| **Level 1** | | | | | |  |  |
| * Extensive knowledge of current Local Government financial policy, procedure and statutory regulations. | | | | | | A/I | E |
| * Knowledge of government legislation and policies impacting on data and information management and associated governance. | | | | | | A/I | E |
| * Knowledge of financial planning processes and strategies including specialist knowledge of business funding and resourcing mechanisms (e.g. treasury management policies, public / private sector funding mechanisms). | | | | | | A/I | E |
| * An understanding of the financial consequences of organisational changes. | | | | | | A/I | E |
| **Level 2 (To meet all the requirements at Level 1 and Level 2)** | | | | | |  |  |
| * Extensive knowledge of financial planning processes and strategies including specialist knowledge of business funding and resourcing mechanisms (e.g. treasury management policies, public / private sector funding mechanisms). | | | | | | A/I | E |
| * Knowledge and understanding of overall and specialist financial issues including VAT and taxation, treasury management and schools. | | | | | | A/I | E |
| * Understanding of the corporate impact of service issues including those impacting on partnership and stakeholder organisations. | | | | | | A/I | E |
| **Skills and Abilities** | | | | | | **Measure** | **Rank** |
| * Ability to think strategically ensuring work plans contribute towards corporate objectives and that strategies are appropriately revised. | | | | | | A/I | E |
| * Ability to deal effectively with change management in large organisations ensuring clients’ needs are identified and responded to where necessary. | | | | | | A/I | E |
| * Ability to be accurate and methodical in the preparation of complex documentation / data / information reports which are appropriate for a wide range of audiences. | | | | | | A/I | E |
| * Ability to adopt an effective approach to complex problem solving, adapting to changes in circumstances and developing appropriate solutions. | | | | | | A/I | E |
| * Proven skills in the provision of business acumen in a customer service operation and being responsive to customer needs. | | | | | | A/I | E |
| * Possess a positive and enthusiastic approach and ability to lead, motivate and manage teams, providing support and development of the workforce and achieve objectives. | | | | | | A/I | E |
| * Excellent negotiation, communication and interpersonal skills being able to adapt behaviour and actions based on learning, remaining objective, calm, confident and composed under pressure whilst dealing with a variety of internal and external stakeholders on contentious or sensitive situations. | | | | | | A/I | E |
| * Strong organisational and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative. | | | | | | A/I | E |
| **Additional Requirements** | | | | | | **Measure** | **Rank** |
| * Positive attitude towards financial issues, problem solving and wider work based achievement. | | | | | | A/I | E |
| * Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. | | | | | | A/I | E |
| * Willing to undertake training and continuous professional development in connection with the post. | | | | | | A/I | E |
| * Work in accordance with the Council's vision, priorities, values and behaviours. | | | | | | A/I | E |
| * Ability to undertake any travel in connection with this post including occasional attendance at meetings outside the UK. | | | | | | A/I | E |