|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Profile Title:** | Assistant Strategic Finance Manager | bmbccolb | | | | | |
| **Reports to:** | Strategic Finance Manager |
| **Employee Supervision:** | Up to 16 Finance Analyst | **Grade:** | 10 | **Profile Ref:** | 90544 | | |
| **Purpose of the Post** | | | | | | | |
| Assisting with the delivery of a comprehensive suite of professional financial management services including strategic financial advice, specialist financial support, all aspects of Business Unit Financial Management, compilation and submission of Statutory Annual Accounts together with assisting with the delivery of the Section 151 Officer’s statutory responsibilities in support of the Council’s operating model. | | | | | | | |
| **Responsibilities** | | | | | | | |
| * Provide high level strategic financial advice in liaison with senior finance colleagues and service managers. | | | | | | | |
| * Provide advice and financial input into the Council’s financial planning processes including input and guidance into business plans and service improvement reviews under the direction of senior finance colleagues, utilising financial modelling, options appraisal and risk analysis tools and techniques as appropriate. | | | | | | | |
| * Ensure that the Council’s financial policies, procedures and governance arrangements are formulated, implemented, reviewed and adhered to in accordance with best practice, professional accounting standards and the Council’s formally agreed security, liquidity and risk parameters. | | | | | | | |
| * Provide financial training on all strategic finance issues. | | | | | | | |
| * Direct and assist in the provision of the budgetary control function. | | | | | | | |
| * Support and assist financial analysts and senior managers/budget managers in the use of SAP Business Objects and Business Planning tools. | | | | | | | |
| * Co-ordinate the preparation of the Council budget process under the direction of senior finance colleagues. | | | | | | | |
| * Co-ordinate the preparation and submission of the monthly/quarter- end finance and performance monitoring budgetary control process under the direction of senior finance colleagues. | | | | | | | |
| * Co-ordinate the preparation and submission of the Council’s year end Statutory Accounts process including liaison with Audit (internal and external) on this and other Governance related issues. | | | | | | | |
| * Assisting in driving forward and growing the business to deliver the anticipated market share and profit in line with the business plan including identifying and developing shared services opportunities. | | | | | | | |
| * Actively manage the performance linked to corporate objectives and development of actions to deal with exceptions. | | | | | | | |
| * Actively manage the continuous cycle of business re-engineering ensuring improvements across all functional areas 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. | | | | | | | |
| * Actively manage the continuous review of technologies and replacement of financial systems to ensure working practices are updated to support the leading technologies. | | | | | | | |
| * To proactively participate / promote Continuing Professional Development. | | | | | | | |
| * To operate in accordance with the Council’s and outside bodies’ policies and procedures (e.g. Government statute, Financial Regulations, Human Resources policies, Legal frameworks etc.) | | | | | | | |
| **Education and Training** | | | | | | **Measure** | **Rank** |
| * Level 6 qualification in a relevant area. | | | | | | A/C | E |
| * Training of Microsoft Office to intermediate level. | | | | | | A/C | E |
| * Project Management Training e.g. PRINCE II or willingness to undertake training. | | | | | | A/C | D |
| * Willingness to undertake the Councils Leadership Programme | | | | | | A/I | E |
| * Evidence of Continuing Professional Development. | | | | | | A/C | D |
| **Relevant Experience** | | | | | | **Measure** | **Rank** |
| * Extensive experience of working within and providing financial support services to a public sector organisation (preferably Local Authority). | | | | | | A/I/P | E |
| * Extensive experience in Public Sector (preferably Local Authority) budgeting and accounting procedures. | | | | | | A/I | E |
| * Extensive experience in the use of financial modelling and options appraisal techniques including the use of “What If” scenario planning tools utilising IT and Microsoft packages, particularly the use of spreadsheets and business intelligence tools. | | | | | | A/I | E |
| * Experience in the management/supervision of staff. | | | | | | A/I | E |
| * Significant experience of planning, prioritising, organising and managing workloads. | | | | | | 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 |
| * Significant experience of developing and managing service improvements, including business process re-engineering. | | | | | | A/I | E |
| **General and Special Knowledge** | | | | | | **Measure** | **Rank** |
| * Extensive knowledge of local government financial policies, procedures and statutory regulations and how they impact on data and information management and associated governance. | | | | | | A/I | E |
| * Ability to implement processes related to financial regulations and legislation. | | | | | | A/I | E |
| * Extensive specialist knowledge of business funding and resourcing mechanisms (e.g. treasury management policies, public/private sector funding mechanisms). | | | | | | A/I | E |
| * Knowledge of financial planning processes and strategies. | | | | | | A/I | E |
| * An understanding of the financial consequences of organisational changes. | | | | | | A/I | E |
| * Extensive knowledge of various software packages (e.g. Microsoft Office and management information systems). | | | | | | A/I | E |
| **Skills and Abilities** | | | | | | **Measure** | **Rank** |
| * Ability to think strategically, ensuring operational work plans contribute towards corporate objectives and that strategies are appropriately revised. | | | | | | A/I | E |
| * Strong communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders in sometimes contentious and sensitive situations. | | | | | | A/I | E |
| * Ability to adopt an effective approach to complex problem-solving, adapting to changes in circumstance or information and developing appropriate solutions. | | | | | | A/I | E |
| * Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative. | | | | | | A/I | E |
| * Proven skills in the provision of business acumen in a customer service operation, being able to adapt to differing customer needs as required. | | | | | | A/I | E |
| * Accurate and methodical in the preparation of complex documentation/data/information/ reports which are appropriate for a variety of audiences. | | | | | | A/I | E |
| * Ability to adapt behaviour and actions based on learning and be prepared to challenge and be challenged whilst remaining objective, calm, confident and composed under pressure. | | | | | | A/I | E |
| * Possess a positive and enthusiastic approach, seeking continuous improvement and supporting, developing and motivating others to achieve objectives. | | | | | | A/I | E |
| **Additional Requirements** | | | | | | **Measure** | **Rank** |
| * 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 values and behaviours. | | | | | | I | E |
| * Able to undertake any travel in connection with the post. | | | | | | A/I | E |