

Role profile

Job Title:	Finance Manager	Grade:	CB5
Department:	Finance	Post no.:	
Directorate:	Resources	Location:	Perceval House

Role reports to:	Assistant Director Strategic and Corporate finance or Assistant Director Business Partnering
Direct reports:	Up to 2 Principal Accountants Up to 3 Accountants Up to 5 Technicians and Finance Officers
Indirect reports:	Up to 5 additional finance team members

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- Working under the leadership of the Chief Finance (Section 151) Officer to:
- Be the Council's expert for one of the following
 - a. Adults & Public Health
 - b. Children's and Schools
 - c. Place(including Regeneration, Housing and Environment)
 - d. Pensions & Treasury
 - e. Capital & Projects
 - f. Planning & Monitoring
 - g. Financial Control
- Lead the implementation of a business partnering model across Finance
- Provide strategic advice to services so that the financial aspects of operational and strategic, business and service plans (eg HRA business plan) and Council wide projects promote and demonstrate best practice, sound financial governance, and deliver value for money
- Take shared responsibility for the delivery of the Council's Medium Term Financial Strategy (MTFS), capital programme, budget monitoring including project work, collection fund accounts
- Work collaboratively with the Finance senior leadership team ensuring the core financial functions make a valuable contribution to the Council and the community it serves.
- Be decision-makers for the key accountabilities set out below and/or as directed by Chief Finance Officer (Section 151 officer):
 - Preparation of the Council's annual revenue budget and formulation of
 - the key financial data, which will form the basis of the MTFS.

- Support production of company accounts
- Provision of technical advice and support to senior officers on complex financial legislation and regulations
- Be the lead contact for the budget setting process on all matters connected to the revenue budget
- To monitor the Council's overall revenue budget position and to report to FSG and Corporate Board on variances
- Complete Government claims and statistical returns
- To advise and report to Members and senior officers on the implications of all Formula Grant issues for the Council
- To manage grant claims
- Manage staff.

Key accountabilities

Core Accountabilities

- To effectively manage relationships and liaise with internal and external partners, promoting joint working arrangements and sharing information as appropriate.
- To manage, develop and appraise staff in line with the Council's HR policies, procedures and best practices.
- To lead, motivate, manage, train and develop the members of the team to meet business objectives, and contribute to the overall management of the section.
- To answer Councillor's and residents' questions on finance matters.
- To lead and to contribute to departmental and corporate working groups.
- To manage own professional development, keep up to date with accounting and relevant statutory legislation, regulations, standards, service developments and initiatives and the Council's policies and procedures.
- To be responsible for ensuring effective liaison with other teams in Finance and within Corporate Resources and the organisation to promote joint working arrangements and the sharing of information.
- To be responsible for the promotion and implementation of all the Council's policies and procedures including equalities and diversity, health and safety, security and the use of personal data
- To carry out any other duties and responsibilities of a similar nature as required by the Chief Finance Officer (Section 151 Officer).

Business Partnering

- To lead the coordination and preparation of the Council's Medium Term Financial Strategy and revenue budgets
- Lead the preparation of papers to support budget setting decisions by the Leader of the Council, Members and Corporate Board and implement decisions accordingly.
- To establish and provide detailed budget guidance for services, including the allocation of any savings targets required to set a balanced budget, leading to the production of the Council's Annual Budget and Council Tax setting report, in line with the Council's agreed Medium Term Financial Strategy (MTFS).

- To provide expert advice on all aspects of the MTFs -revenue and capital to officers, including Executive Directors, Service Directors and Members, in particular the impact of the Formula Grant announcement and the implications for the Council.
- To appraise and assess the impact of changes in Government grants, new legislation and other significant factors, such as inflation, on the Council's budget and finances generally and to prepare briefing notes and reports the Chief Finance Officer, Members and Corporate Board as necessary.
- To provide statistical information for the budget book and associated reports.
- To manage the production of all financial information for the Council Tax information leaflet and answer queries from members of the public on budget information. To undertake public consultation on the budget with council taxpayers and business ratepayers.
- To represent the Council at local authority association meetings, including London Councils e.g. on Formula Grant matters. To represent the Council at other local authority Formula Grant lobby groups that share a common interest with Ealing.
- To prepare regular reports for Members on progress on Formula Grant issues, on behalf of the Chief Finance Officer and advise on the position the Council should be taking at Formula Grant Sub-Group meetings and ministerial consultations on provisional Formula Grant announcements.
- To prepare briefing papers on behalf of the Chief Finance Officer and the Leader of the Council for the London Councils Committee meetings on Formula Grant and for meetings of the Local Government Association.

Strategic Finance

- To represent the interests of the Chief Finance (S151) officer at meetings including interdepartmental and other working parties, offering strategic financial vision and direction to significantly impact across the range of services provided by the authority to the residents of Ealing, interpreting policy advice, inform and advise the management team of service directorates
- To drive performance improvements within services by building effective relationships and ensure a high level of financial literacy across the organisation.
- To manage the Council's broader development agenda, appraising and evaluating investment options and change programmes. Develop appropriate value for money analysis for the evaluation of the Council's revenue and capital programmes including changes to funding streams, commercial opportunities and financial targets for the Medium Term Financial Strategy
- To manage the preparation and development of the budget and MTFs process and challenge where appropriate, especially on affordability and value for money and ensure the financial implications of policy and operational proposals are included in reports and financial advice to members so that decisions are made in the full knowledge of financial implications.
- To manage the preparation of reports for Cabinet as required on budget monitoring and budget setting matters, including the Council's annual Budget report and MTFs for Cabinet and Council.
- To make presentations on the Council's budget and MTFs to senior officers and other stakeholders

- To be responsible for ensuring the provision of appropriate, accurate and timely ad hoc management information, verbal and written advice and guidance to all levels of staff, in relation to all aspects of the finance function and in accordance with the Council's policies and procedures and to promote awareness of good financial practice and control.

Key performance indicators

- Accurate and timely closure of the authority's financial accounts
- Delivery of accounts at the level required to obtain an unqualified audit opinion
- Bank Reconciliation completed within agreed timescale
- Robust financial planning is delivered to meet the Medium-Term Financial Strategy
- Delivery of projects to time, cost, quality
- Medium Term Financial Strategy savings delivered on time

Key relationships (internal and external)

Internal

- Chief Finance (Section 151) Officer
- Strategic Leadership Team and teams
- Assistant Director Business Partnering
- Assistant Director Strategic and Corporate Finance
- Finance Managers
- Assistant Director Audit & Investigation
- Head of Local Taxation & Accounts Receivable
- Elected Members

External

- All relevant partner organisations for whom and with whom the Council does business including other local authorities
- Representatives of the key government departments, external auditors, national bodies and network group

Authority level

- As set out in the Constitution and Scheme of Delegated Powers.
- To oversee/monitor and challenge senior finance management of approx. net Revenue budget of £190m, capital budgets of over £325m, Pension Fund Investments c£1.36b, the management of cash investments of over £260m and long-term borrowing of approx. £625m
- Deputise for Head of Service and Chief Finance Officer (S151 Officer) in area of responsibilities

Additional Requirements

- Any other duties appropriate to the post and grade

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Essential knowledge, skills and abilities

1. Experience of strategic management and improvement, with the ability to manage all aspects of service delivery, appropriate to the role, including the creation of service strategy, policy and objectives and delivery of prioritised improvement plans
2. Experience of interpreting legislation, accounting standards and accounting codes of practice governing local authority accounts and financial procedures
3. Experience of using initiative and leadership skills, including performance management, coaching and mentoring to lead and inspire teams
4. Experience of delivering customer focused services and service improvement, managing and prioritising competing demands and pressures and responding to tight deadlines
5. Ability to implement business process improvement projects and deliver financial savings
6. Experience of exercising initiative and good judgement in delivering service and council aims and objectives within a political environment
7. High level of interpersonal and influencing skills with the ability to present and interpret complex financial issues to non-accountants to enable effective decision making
8. Demonstrates an expert understanding of current challenges and opportunities in Local Government and the integral role of Finance
9. Ability to build and maintain effective relationships with staff and managers to achieve Corporate and Departmental objectives
10. Ability to develop and maintain strong business awareness/knowledge of service issues requiring Finance support
11. ICT literate with the ability to use all Microsoft Office applications including Excel, Outlook and Word

Essential qualification(s) and experience

1. Full CIPFA, CCAB or CIMA qualification
2. Experience of working and influencing at a senior level.
3. Experience at leading, inspiring and developing a finance team which is driven by excellence, continuous improvement and customer focused
4. Experience of creating and delivering strategic finance policy within a large and complex organisation.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards