| Job Title: | Finance Manager |
| --- | --- |
| Service Area: | Finance |
| **Band:** | **Band 11** |
| Reports to: | Chief Finance Officer |
| Responsible for: | Senior Finance Business Partner **Senior Finance Officer** |
| Team: | Finance |
| **Location:** | **Brocks Hill Country Park** |

**Agile Working**

This post is a hybrid role which will involve a blend of office and flexible working.

**Main Job Purpose**

As an integral member of the Finance Department, the role involves providing comprehensive financial and accountancy services to support the Authority at a corporate level. The position may also require occasionally deputising for the Chief Finance Officer when necessary.

**Key Responsibilities**

* Ensure effective management of all input to financial systems and the control, verification, and processing of all financial transactions and those financial reports meet the needs of budget holders and customers, providing information in a user friendly and appropriate manner for the purposes required.
* Occasionally required to deputise for the Chief Finance Officer.
* Compile the statutory year-end financial statements.
* Ensure government returns for finance and revenues and benefits are completed accurately and returned in a timely manner.
* Manage the Income Management Team, maximising the income collected by the Council from customers.
* Ensure proper arrangements are in place for providing professional advice and support to internal and external customers. This includes advising the Councils’ senior management team, service managers and elected members on financial matters.
* Compile the yearly revenue and capital budgets of the Council for all funds.
* Assist in the provision of timely and accurate information to other Officers and Members of the Council for the purposes of budgetary control.
* Promote effective resource management that delivers the Councils’ priorities within budget through the pursuit of innovative and flexible working methods.
* Treasury management including the administration of leasing requirements.
* Responsibility for preparing the Council’s risk strategy in liaison with the Council’s insurers and ensure the Council’s has sufficient insurance provision.
* Undertake special projects as directed by the Chief Finance Officer.
* Managing change within the Finance service, building and maintaining enthusiastic and committed teams.
* Act as a key advisor on finance matters to the Council, its members, and officers.

**Line Manager Responsibilities**

* Carry out staff inductions, probationary reviews, 121’s and annual appraisals to promote continuous improvement within the team.
* Raise, approve and receipt goods, supplies and services using the relevant Finance system.
* Support Audit functions by providing support, advice and relevant information to enable internal and external audits to be successfully completed. To ensure audit recommendations are complied with and implemented.
* Participate in CMT, collaborating with manager peers to support the SLT in the provision of management and leadership of the Council’s business through the development and delivery of the Corporate Plan Objectives and Vision and Values.
* Preparing and presenting reports to SLT meetings and elected members at the Council’s committee meetings as and when required.
* Responsible for setting and managing the delivery of Service Standards and Key Performance Indicators to deliver the Council’s objectives
* To participate in the on-call rota for emergency planning purposes.

**Additional Requirements**

* Carry out additional duties commensurate with the grade for the post as and when required.
* Embrace and promote our Values & Behaviours
* Promote equality, diversity and inclusion in line with our policies and procedures.
* Comply the Data Protection Act 2018, the Computer Misuse Act 1990, the Human Rights Act and the Freedom of Information Act 2000, or any statutory re-enactment thereof at all times.
* To take all necessary steps to ensure that information acquired through their employment or contained within the Council is kept confidential.
* Take responsibility for personal development.
* Work outside of normal working hours on an ad-hoc basis to attend meetings or complete essential tasks.
* Ensure that all Policies and procedures are followed.
* Demonstrate commitment to and support for safeguarding and promoting the welfare of children, young people and vulnerable adults.

Note: This is a description of the job at the point it was developed and it may be necessary to vary duties and responsibilities from time to time. We will periodically review job descriptions to ensure that they relate to how the job is carried out and to incorporate any changes that are required. We will aim to reach an agreement to any reasonable changes with the postholder but if agreement is not possible we reserve the right to insist on changes to the job holder after consultation with the postholder.