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| Stockton-on-Tees Borough Council | JOB DESCRIPTION |
| **Directorate:****Finance, Transformation and Performance** | Service Area: Finance |
| **JOB TITLE: Finance Manager** |
| **GRADE: O** |
| **REPORTING TO: Strategic Finance Manager** |
| **1.** | **JOB SUMMARY:** Under the direction of a Strategic Finance Manager/, responsibility for financial services covering the following :* Developing financial plans and strategies to align financial resources to corporate and service strategies and plans.
* Providing specialist financial support to a range of organisational change and development projects, such as capital developments, efficiency programmes, Town Centres developments through business case preparation and analysis of delivery vehicles
* Co-ordination and Development of the Councils Medium Term Financial Plan
* Co-ordination and development of the Capital Programme
* Provide financial advice and support to Directors and Senior Managers
* Responsible for the budget preparation process and management of it.

An awareness of and ability to support other Finance Teams with:* Management of the process to prepare the statement of accounts
* Delivering the treasury management and VAT functions
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| **2.** | **MAIN RESPONSIBILITIES AND REQUIREMENTS** |
|  | 1. | Provide specialist financial and technical advice on a range of strategic developments, including schemes involving complex funding arrangements and those delivering efficiencies linking with other departments where appropriate.  |
|  | 2. | Provide financial direction, advice and support to a range of complex development projects and initiatives. Develop and evaluate options through business case principles and appraise appropriate delivery vehicles to determine long term sustainable solutions and safeguard the interests of the Council. |
|  | 3. | Identify, analyse and interpret legislation, government guidance and initiatives covering the area of responsibility and assess the financial implications, risks and opportunities for the Council. |
|  | 4. |  Support and influence the development of the Councils financial and asset strategies and plans. |
|  | 5. | Provide Strategic financial advice and support to Directors and Senior Managers |
|  | 6 |  Plan, organise and manage the budget management process in line with Corporate standards and timescales |
|  | 7 | To establish and develop effective partnerships with other organisations to integrate the financial plans and strategies of partners with those of the Council.  |
|  | 8 | Oversee the preparation of budgets in line with Corporate standards and timescales |
|  | 9 |  To support the preparation of bids for external funding and ensuring they’re appropriate to deliver the Council Plan objectives and that there are sufficient resources to deliver these interventions. |
|  | 10 | To ensure a culture of co-operation and effective joint working is maintained and ensure the service is customer focused. |
|  | 11 | To support and promote the development and improvement of the Finance Transformation and Performance Directorate and the Council and promote strong and effective employee engagement. |
|  | 12 | Support the preparation of the Council’s Statement of Accounts and the VAT and Treasury Management functions in line with Corporate deadlines. |
|  | 13 | Deputise for the Strategic Finance Manager as required. |
|  | 14 | To appraise staff and to assist in their training and development and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post |
| **3.** | **GENERAL** |
| **Job Evaluation -** This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council. |
| **Other Duties -** The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time 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. |
| **Workforce Culture and supporting behaviours and Code of Conduct –** The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.**Shaping a Brighter Future –** The post holder will embrace the Council’s “Shaping a Brighter Future” programme.**Personal Development** –As defined by the Council’s Culture Statement, all employees will take responsibility for their own development **Customer Services –** The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.**Policies and Procedures –** The post holder is required to adhere to all Council Policies and Procedures. |
| **Health and Safety –** The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.**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 Stockton Council’s 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.  |
|  | Name: | Signature: | Date |
| Job Description written by: (Manager) |  |  |  |
| Job Description agreed by: (Post holder) | ….................………… | ….................……… | …............... |

**Job Description dated Aug 2024**



**PERSON SPECIFICATION**

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| Job Title/Grade | **Finance Manager** | **O** |
| Directorate / Service Area | **Finance, Transformation and Performance** | **Finance**  |
| Post Ref:  |  |

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|  | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| Qualifications  | * CCAB Qualified
 | * Local Government Accounting
 | Application form |
| Experience | * Significant Financial Management experience
* Legislation affecting Local Government Finance,
* Recent management experience at a senior level
* Previous work on a capital programme covering a range of interventions.
* Producing and interpreting Business Cases and Options appraisals to understand financial risks and determine optimal solutions.
 | * Local Government or Public Sector experience
 | Application / Interview |
| Knowledge & Skills | * Demonstrable knowledge and understanding of the current issues faced by Local Government, and in particular the Service Area.
* Ability to think strategically and solve complex problems logically.
* Ability to build and maintain relationships with an array of stakeholders.
* Coaching and mentoring skills
* A history of being able to plan, organise and prioritise both individually and across a team.
 | * Familiarity with and the ability to use information technology to improve processes.
* Organisational Development and Change Management
 | Application / Interview |
| Specific behaviours relevant to the post | * Demonstrate the Council’s Behaviours which underpin the Culture Statement.
* The personal demeanour and credibility, which inspires confidence and motivates colleagues.
* High personal standards of self-discipline in working to deadlines
* Highly motivated
 |  | Application / Interview |
| Other requirements |  |  |  |

**Person Specification dated August 2024**