

ROLE TITLE: FINANCE MANAGER

DEPARTMENT: ALL

REPORTS TO: GARY HANNAWAY

GRADE: PO8 – PO10

RESPONSIBLE FOR: 2 FINANCE & DEBT OFFICERS

ROLE DESCRIPTION

To support the Head of Finance in achieving the most effective use of financial resources through forward planning, financial management, monitoring and control.

To lead, coordinate and control the day to day provision of an integrated financial and management accounting service.

To contribute to the formulation and implementation of financial strategy and policy and contribute to major projects within the Council and with partner organisations.

The role will provide a scrutiny and challenge role on all finance related issues and will work closely and proactively with Service Management Teams, understanding and clarifying their finance requirements to deliver a professional high quality and responsive service that promotes efficient and effective service delivery in line with the Council's objectives and priorities.

To be a member of the Finance Management Team, participating in the operational management process and leading on the development of new initiatives and complex strategic projects. To assist and deputise for Head of Finance and other members of that team as and when required.

The role will be responsible for the day-to-day coordination, management and continuous improvement, development and professionalism of finance staff within their line management and matrix management where relevant.

ABOUT THE ROLE

To give professional advice, strategic direction and to be proactive in the generation of innovative and forward thinking ideas to senior officers and members.

To keep abreast of, understand and apply relevant legislation, statutory and professional guidance, best practice and directives as they relate to policy and financial management within the department.

To lead and provide financial support on corporate and departmental projects undertaking financial modelling work, participation on tender appraisal panels and supporting service and accounting reviews.

To contribute to the Medium Term Financial Strategy (MTFS) process by undertaking detailed financial appraisals of service delivery proposals, including undertaking research and benchmarking to support decision making.

To develop and produce and promote the use of performance and activity dashboards to support business decision making.

To give senior and leadership Council officers and members professional accounting advice, and support in establishing and maintaining sound and efficient systems of financial control.

To work effectively and professionally with internal and external audit organisations, and respond to Councillor, MP, Freedom of Information requests and other letters in connection with financial matters.

To lead, manage and coordinate key financial processes as required within the Council's finance function.

To ensure completion of all relevant grant and other reimbursement claims and the collection of other income owed to Council, for the services covered, seeking to maximise external income opportunities.

To ensure that finance teams provide a high standard of customer service to both internal and external customers.

To ensure compliance with and contribute to the development of the Council's financial regulations and standing orders, and other instructions or requirements issued by the S151 officer.

To ensure that month end processes are completed accurately and according to agreed timescales so as to allow the financial ledger to be updated.

To effectively manage and develop finance staff within an agreed area of line management.

To carry out any further finance-related duties, as directed by senior management.

ABOUT YOU

You will need

Equal Opportunities

Demonstrate an understanding of and commitment to Council policies in relation to Equalities, Diversity & Inclusion, Customer Care and service delivery, and the ability to implement these policies in the workplace.

Qualifications

CCAB qualified accountant or qualified Accounting Technician with significant relevant experience.

Knowledge and Experience

Extensive knowledge and application of local government finance and a thorough understanding of relevant financial legislation, professional accountancy codes and financial best practice.

As relevant to the role, experience and knowledge of service specific financial processes, risks, legislative frameworks/ regulations and funding arrangements.

Significant experience at a middle management level within the public sector.

Evidence of successfully leading a team to deliver key financial processes (budgeting, monitoring, forecasting, closing of accounts, completion of grants and statistical returns) for a broad range of services, through working with both service management teams and other finance colleagues.

Evidence of successfully undertaking complex financial analysis to support strategic planning and other decision-making, with an awareness and understanding of service delivery as well as financial implications.

Evidence of innovative and challenging thinking and idea-generation which has contributed to improved service delivery and value for money.

Good commercial awareness and able to demonstrate application of commercial methodologies within the public sector in order to deliver cost effective services.

Ability to identify and apply best practice

Demonstrate the ability to identify best practice in relation to financial management and proactively apply this to local situations. Has the ability to quickly understand and address finance and business issues, identify and promote solutions and understand the impact on the business of proposed solutions.

Evidence of successfully undertaking project management or the delivery of significant change to financial processes and systems.

Analytical skills

Evidence of highly developed analysis and evaluation skills and techniques and the ability to apply these practically and appropriately to solve complex finance issues, in particular the ability to understand and analyse quickly all relevant quantitative and qualitative data, information, and evidence relating to financial issues and to make concise proposals.

Excellent IT competencies across the full range of Microsoft Office applications including the ability to use appropriate analysis, reporting and presentation software (including advanced Excel skills).

Communication and Interpersonal Skills

Is able to demonstrate significant evidence of excellent communications skills both oral and in writing. In particular the ability to write concise and logical reports based on complex analysis and outcomes for a variety of different audiences.

Proven ability to communicate effectively with Councillors, Strategic Directors, Directors and other senior managers and able to network, persuade, secure support, work in a team and behave in a professional manner.

Evidence of developing and presenting analysis and recommendations on complex issues to audiences at all levels, in particular to be able to anticipate reaction and provide analysis of risk and benefits – within tight deadlines.

Is able to take responsibility for working proactively and accepts responsibility for managing and delivering an effective financial support service.

Evidence of successfully building customer-focused relationships with a wide range of stakeholders, such as operational teams, Directorate Management Teams, Departmental Management Teams and external and partnership bodies.

Can demonstrate the ability to represent the council in a professional manner with external bodies and key stakeholders, including the ability to form effective relationships with service managers, partner organisations and other stakeholders.

Management & Supervision

Demonstrates extensive experience of leading and managing teams effectively and can apply the Council's policies in relation to supervision and performance.

Is able to demonstrate management skills to deliver more efficient ways of doing things, can anticipate opportunities and is able to align priorities, plans and activities of the service and can communicate these to directly managed staff and the wider team.

Shows management confidence and an ability to propose effective solutions as appropriate and can positively manage and lead staff through periods of change.

Civil and Other Emergencies

To support the Council's role in planning for and responding to civil and council emergencies using skills/expertise of the post holder and in accordance with council emergency procedures. To provide emergency contact details for the purposes of emergency and service continuity plans.

It is essential that you ensure up to date service continuity plans are in place for all the business units you manage that are reviewed, tested and updated regularly, at least annually. This should include an assessment of Suppliers' resilience, as applicable and the critical rating of the service, for various emergencies. The plans should be updated and adapted to enable you to deliver essential services following a business disruption and, where requested, ensure that your service is prepared to respond to the needs of the community following an emergency. Help to keep any corporate registers updated, with the relevant information.

Digital

To use the Council's office-based and mobile IT services for the input, access and transmission of information using the appropriate level of information security and classification through the use of electronic mail, diaries, word-processing, spreadsheets and databases as well as any specific job-related applications as required to carry out the duties of the post.

Information Management

To ensure the Council's data quality and information rights compliance by managing the administration of information, application systems, technology and staff so that the business unit complies with the Council's Information Management related policies.

To ensure adequate guidance is available to business unit staff through the production and maintenance of documented procedures and processes supported by relevant training.

Promote a culture of openness and ensure all staff are trained and know their data protection and information management responsibilities and obligations.

During audits, to be able to demonstrate compliance with policies by the production of satisfactory supporting evidence.

Equal Opportunities

To know and adhere to the Council's equal opportunities policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.

Health and Safety

To be fully familiar with the Council's Safety Policy and Codes of Practice and guidance relating to their area of work and ensure that all duties and responsibilities are discharged in accordance with them.

To take reasonable care for their own health and safety and any other person(s) who may be affected by their acts or omissions at work in accordance with Health and Safety legislation.

To co-operate with the Council in so far as it is necessary to enable it to comply with its duties under relevant Health and Safety legislation.

To be responsible for, under the direction of the Director and Head of Finance, the risk assessment of officers' health and safety within their service area whilst at work and any other person's health and safety who may be affected by this undertaking for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed upon them by or under the relevant statutory provisions, regulations, approved code of practice and guidance.

Agile working

Work under the Council's Agile working policy and timesheet to assist in providing value for money to clients.

Attitude Matters

Your skills and ability are important however, we recruit as much for attitude as we do experience.

We are looking for people who have the following attributes:

Critical thinking: The ability to challenge the norms through evidence-based approaches using both numerical and critical reasoning and thinking. You can rationalise decision-making and form views quickly and soundly from a range of sources.

Creativity: You take approaches that demonstrate how doing things differently and creatively changes the dynamic in situations. You can apply creative solutions that deliver hard outcomes.

People management: You can get the best out of people. You have a coaching-style and drive through a commitment to personal and professional development. You are clear in your expectations and have exception feedback from your team about their working environment. You recognise and support people as individuals.

Coordinating with others: You have the knack of working well with others. You have an appreciation of your own presence and approach and can demonstrate how you have developed and continue to develop how you work with others. You will also can recognise how others work, think, and feel to get the most out of collaboration.

Emotional intelligence: You have a high degree of self-awareness and self-regulation in a wide range of situations from one-to-one conversations to team and group dynamics. You can recognise motivating factors and demonstrate empathy appropriately applying a wide range of adaptive social skills.

Judgement and decision making: You can take rational and evidence-based decisions and take responsibility for your decisions and actions. Where there is ambiguity or a lack of evidence you can demonstrate the ability to understand the environment and show flexibility in applying your judgement.

Negotiation: You can demonstrate an understanding of the range of skills and techniques required to successfully negotiate with a range of other partners. This includes

understanding how to structure and undertake successful negotiation on an organisational-wide level.

Service orientation: You must be unequivocal in your commitment and drive for outstanding service delivery. Both in terms of the quality of products and work delivered as well as the achievement of objectives. You and your team can demonstrate how your overall contribution to the organisation and service delivers to our organisational aims and objectives.

Cognitive flexibility: The ability to recognise the environment in which you work and adapt and shift to this environment to maximise your own personal achievement and lead others in the same approach. Applying cognitive flexibility to situation of significant change and transformation.

Equity Diversity and Inclusion Statement

We're committed to making Hammersmith & Fulham one of the most inclusive borough's in the country; a place where everyone feels valued, included and has equitable access to opportunities.

Hammersmith & Fulham is an inclusive employer and welcomes applications from all sections of the community. We work to eradicate discrimination on the basis of race, religion, gender, gender identity, sexual orientation, disability, pregnancy and maternity, age and marital status. We also recognise that people can be disadvantaged by their social and economic circumstances, so we will also work to eliminate discrimination and disadvantage caused by social class.

We will be pleased to consider applications from candidates seeking flexible working arrangements.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the advertised role.

ABOUT US

How we act defines who we are. At the heart of our organisation is a common approach to defining 'who we are'. We are looking for people that can build this into everything they do.

We are
Fair

We treat everyone with compassion, dignity and fairness. We value the views and opinion of others, and promote benefits and opportunities for all.



We are
Caring

We care about our borough and doing things well. We focus on standards and continuous improvement; learning from our mistakes and celebrating success.



We are
Collaborators

We work together for a better society. We work with our residents, businesses, schools, third sector and others for better outcomes for everyone.



We are
Driven

We will only settle for the very best. We seek to continually improve and put our residents, customers and businesses at the heart of everything we do.



CORPORATE REQUIREMENTS

CIVIL AND OTHER EMERGENCIES

To support the Council's role in planning for and responding to civil and council emergencies using skills/expertise of the post holder and in accordance with council emergency procedures. To provide emergency contact details for the purposes of emergency and service continuity plans.

It is essential that you ensure up to date service continuity plans are in place for all the business units you manage that are reviewed, tested and updated regularly, at least annually. This should include an assessment of Suppliers' resilience, as applicable and the critical rating of the service, for various emergencies. The plans should be updated and adapted to enable you to deliver essential services following a business disruption and, where requested, ensure that your service is prepared to respond to the needs of the community following an emergency. Help to keep any corporate registers updated, with the relevant information.

DIGITAL

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INFORMATION MANAGEMENT

To ensure the Council's data quality and information rights compliance by managing the administration of information, application systems, technology and staff so that the business unit complies with the Council's Information Management related policies.

To ensure adequate guidance is available to business unit staff through the production and maintenance of documented procedures and processes supported by relevant training.

Promote a culture of openness and ensure all staff are trained and know their data protection and information management responsibilities and obligations.

During audits, to be able to demonstrate compliance with policies by the production of satisfactory supporting evidence.

HEALTH AND SAFETY

To be fully familiar with the Council's Safety Policy and Codes of Practice and guidance relating to their area of work and ensure that all duties and responsibilities are discharged in accordance with them.

To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work in accordance with Health and Safety legislation.

To co-operate with the Council in so far as it is necessary to enable it to comply with its duties under relevant Health and Safety legislation.

To be responsible for, under the direction of the Executive Director, the risk assessment of officers' health and safety within their service area whilst at work and any other person's health and safety who may be affected by this undertaking for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed upon him/her by or under the relevant statutory provisions, regulations, approved code of practice and guidance.

AGILE WORKING

H&F prides itself on being an agile workforce and promotes flexible working opportunities.

SAFEGUARDING OF CHILDREN, YOUNG PEOPLE AND ADULTS (FOR ALL FRONT-LINE STAFF IN CHILDREN'S SERVICES AND ADULT SOCIAL CARE)

To be aware of and work in accordance with the Council's child and adult protection policies and procedures in order to safeguard and promote the welfare of children and adults and to raise any concerns relating to such procedures which may be noted during the course of duty.

For further information on whether a Standard or Enhanced Disclosure check is required, managers should refer to Disclosure and Barring Scheme guidance

CLIMATE AND ECOLOGICAL EMERGENCY

To ensure compliance with the Council's low-carbon culture, for which climate and ecological literacy training is provided, along with an advice service from the council's climate team.

To ensure decision making, actions and day-to-day choices align with the Council's declaration of a climate and ecological emergency.

EQUITY, DIVERSITY AND INCLUSION STATEMENT

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We will be pleased to consider applications from candidates seeking flexible working arrangements.

As users of the disability confident scheme, we guarantee to interview all applicants with visible and invisible disabilities (including neurodiverse) who meet the minimum criteria for the advertised role.