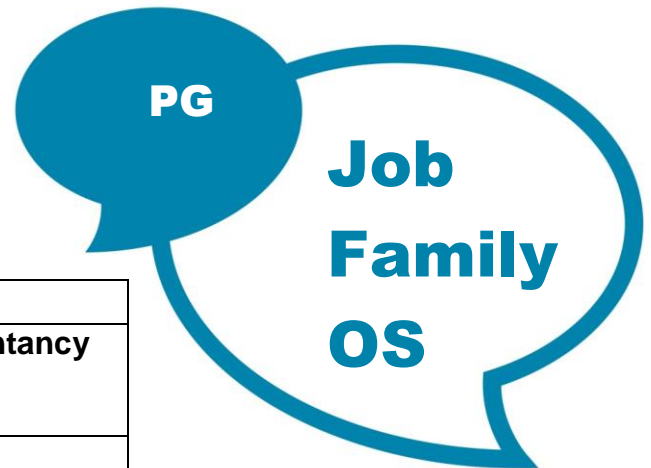


Post Specification



Date	01/04/19
Post Title	Senior Manager – Accountancy and Financial Planning (Deputy S151)
Role Profile	OS
Final Grade	Grade 19

To be read in conjunction with your role profile

Service Area- Financial Services

The Accountancy and Financial Planning team is part of the Finance Service within the Finance Directorate.

The team is responsible for providing support to front line Council services through a mixture of technical, operational and strategic advice. This support ensures that managers across the organisation can effectively manage their budgets, make effective decisions and develop and deliver change projects. The support also ensures that the financial systems and the subsequent accounting information is robust. In particular the team lead on providing both revenue and capital budget support to managers, developing the annual Budget and three year Medium Term Financial Plan, producing the annual Statement of Accounts and undertaking financial modelling to support saving proposals and change projects.

Purpose of this post

The purpose of the role is to lead the Accountancy and Financial Planning teams reporting directly to the Director of Finance (Section 151 Officer) through being an active member of Cumbria County Council’s senior management and the Finance Management Team.

To lead the implementation of service objectives and driving performance of the function for the Finance Unit within the Chief Executives Directorate.

Specifically the role is to manage & coordinate the resources and work of the Accountancy and Financial Planning team ensuring that the areas of responsibility in the role are balanced and

- In the capacity as Deputy Section 151 Officer for the County Council, deputising for the Section 151 Officer as and when required.
- Ensure that all internal sections under management of this role (which may change from time to time as business needs require) are efficiently and effectively run within a robust, business focused financial control framework that also gives consideration to operational and client user needs.

Key job specific accountabilities (max 5)

1. To provide a high quality financial service to users within the Council e.g. Members, the Chief Executive, Directors and Assistant Directors across all Service Areas and work with partners and external clients, in accordance with the Council's Corporate Strategy, vision and values and Finance Directorate core aims and objectives. Ensure that the Finance Team provides a proactive and effective advisory service on all financial matters and financial risks within the team's remit, to Executive Director, Heads of Service and other service managers, including those related to joint ventures and partnerships. Ensure service teams under the direct management of this role, engage fully to embed our values and beliefs, encouraging a corporate working culture. This will include consulting with managers on their requirements and formulating proposals to enhance service delivery and financial performance.
2. Support the Director of Finance (s151 Officer) in providing the organisation with technical advice on changes to Local Government, and wider public sector, finance and policy changes ensuring the appropriate advice is provided to Directors and Senior managers on a wide range of complex issues.
3. Support the Director of Finance (s151 Officer) in the strategic planning process of the organisation including the development and compilation of reports for the annual budget (revenue and capital) and Medium Term Financial Plan and Medium Term Financial Strategy, including setting of the Council Tax. Ensure the Council's decisions in respect of the budgets are accurately reflected in the Council's financial systems and arrange the production of financial publications such as the budget book. Ensure that budgetary control procedures are applied effectively and that any variations from budget approval are drawn to the attention of relevant Directors and Assistant Directors and incorporated in corporate reports. Ensure the regular reporting of accurate financial monitoring information to the Corporate Management Team and Members of the Council.
4. Deputise for the Director of Finance (s151 Officer) as necessary, representing him/her on internal and external working groups and other bodies as appropriate. Manage allocated budgets ensuring the Director is alerted to any likely variances and undertake such other duties as may be determined from time to time within the general scope and commensurate with the grade of the post.
5. Provide senior level financial support to Directors and Assistant Directors to support deliver of change programmes across the organisation. Monitor on behalf of the Director of Finance (s151 Officer) the financial implications of matters under consideration by Members to ensure that corporate implications and financial management issues are recognised and accurately reported. Deliver and support organisational change and transformation, providing clear direction and contributing to the overall management of the service. Interpret service demands and pressures ensuring policy developments and service delivery take full account of service needs as well as corporate requirements and challenge the way in which an organisation thinks, and develop ways of working that have an impact on Finance and more operational elements are key elements to deliver a future, leaner council. Contribute to the development and management of processes to monitor, measure, evaluate and continuously improve the Council's policies and services to ensure outcomes meet corporate objectives and key performance indicators whilst remaining responsive to customer feedback and service needs.

6. Manage the closedown process and ensure that the accounts of the Council are closed and published in accordance with statutory guidance, deadlines and the annual closedown programme and liaise with external auditors in the conduct of their audit. Set the standard by which accounting records for the Council will be maintained and ensure that all accounting records are maintained to the highest standard and that financial statements, grant claims, returns etc are compiled accurately and returned by the required deadlines.
7. Lead the designated teams to ensure they focus on providing high quality financial services and take overall strategic leadership and management responsibility, for the areas covered; making sure resources are used effectively to deliver services. Ensure team colleagues engage fully and work with all stakeholder's (both within and external to the Council). Effectively lead, mentor and motivate team colleagues and key services to scope, plan, develop and deliver key priorities in support of the achievement of the the Council's priorities.
8. Support and continuously improve all service areas under management, focusing on providing high quality, easily accessible information and advice to customers (both internal and external to the Council). Ensure value for money services by listening to stakeholders and leading by example to achieve the most efficient service design and delivery. Promote equal opportunities with our communities and our staff through personal example, open commitment and clear action. Provide and quality assure the delivery of the service in accordance with agreed service level standards, focusing on value for money services with customer focus to the service users and ensure effective feedback from customers on service developments and delivery. Develop partnerships and work collaboratively to deliver value for money and ease of access to services for our customers.

Key facts and figures of the post

Budget responsibilities	<ul style="list-style-type: none"> • Managing Finance Budget of approx £2.5m • Financial – providing accountancy services for the County Council, with an approximate turnover of £900m and capital budget of £150m.
Staff management responsibilities	<ul style="list-style-type: none"> • Responsible for leading a team of around 40 people with 6 direct reports.
Other	<ul style="list-style-type: none"> • Responsible for Budget setting, monitoring and final accounts for the organisation reporting in to the Director of Finance (s151 Officer).

Post Specific - Qualifications, knowledge, experience and expertise

- Professional and management qualifications or equivalent demonstrable experience
- Full CCAB accounting qualification
- Substantial knowledge of local authority and wider public sector strategies and initiatives
- Management experience at senior level in a large, complex organisation. With experience of leading teams of professional finance staff
- Evidence of developing and delivering a performance culture and organisational change to effect tangible improvement.
- Evidence of contributing to and implementing strategy change at a national level.
- A successful track record in developing effective working alliance together with a proven ability to network.

- Demonstrable experience of managing multi-disciplinary teams and programmes, to effect tangible improvements to service delivery (preferably) in a public sector context.
- A successful track record in developing external partnerships, with other organisations and stakeholders, to deliver required operational outcomes.
- Evidence of negotiating and managing large value, complex financial contracts.
- Developing effective working alliances together with a proven ability to network.
- Evidence of establishing performance measures and performance management culture both for internal staff and external service provision.
- Experience of working within a political environment including dealing with elected Members
- Experience of business partnering both internally and externally within a large complex organisation

Job working circumstances (only include if additional JWCs apply)

Emotional demands	<ul style="list-style-type: none"> • The role can be challenging with conflicting priorities of clients and pressures arising from reducing resources and significant interaction with Elected Members
Physical demands	<ul style="list-style-type: none"> • The role involves national travel to attend networking groups, seminars and other events.
Working conditions	<ul style="list-style-type: none"> • The Senior Manager is expected to work flexibly which involves working from various offices (both within and outside the Council) and be capable of lone-working.

Other Factors

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