

City of Wolverhampton Council

Job Description

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| Job title: | Finance Manager |
| Directorate: | Corporate |
| Service: | Strategic Finance |
| Location: | Any suitable location within the City of Wolverhampton |
| Workstyle: | Flexible |
| Responsible to: | Finance Business Partner |
| Grade: | Grade 8 |

Job Purpose and Role:

Within Strategic Finance to support and deputise for the Finance Business Partner in the overall management of the division and to take a lead role in one or more specified financial services.

To deliver a high performing, customer focused finance service to Budget Holders, including where appropriate Schools and other organisations financial support is provided, to support services in business decision making.

Principal Duties and Responsibilities

The post holder has the following principal areas of responsibility:-

1. To support and deputise for the Finance Business Partner with the organisation of the work of a finance team which takes the lead role in one or more specified financial services (details below).
2. To support the Finance Business Partner to monitor the achievement of the objectives and targets in the division's service plan.
3. To lead on the development and evaluation of the Authority's core financial system (Agresso) in supporting budget holders, schools and other organisations where financial support is provided to ensure value for money and operational effectiveness and enhance the delivery of service provision

The post holder will lead one or more of the following areas of responsibility:

1. Capital Programme

- 1.1 To take a lead role in the coordination and review of the capital programme for all Council services, involving the continuous review of resource availability and expenditure commitments.
- 1.2 To take a lead role in working with Budget Holders in the detailed financial management and review of specific elements of the capital programme.
- 1.3 To take overall responsibility for the maintenance of the Council's capital accounts, in particular ensuring that statutory and other deadlines for closing these accounts are achieved.
- 1.4 To lead with the preparation of grant claims and financial returns and liaison with external audit.
- 1.5 To maintain awareness of funding sources with a view to maximising the capital resources available to the Council.
- 1.6 To take a lead role with the provision of financial support to external regeneration partnerships.
- 1.7 To liaise with and advise officers of Finance and Other Services particularly in relation to budgetary and programme management and associated matters.
- 1.8 To attend nominated City Council panels, working parties and meetings on behalf of the Finance Business Partner and to provide appropriate support and advice as required.
- 1.9 To prepare and clear member and officer reports as required.
- 1.10 To take responsibility for the development and maintenance of relevant financial management systems and associated records.

2. Treasury Management

- 2.1 Assisting the Finance Business Partner with the preparation of the annual treasury policy statement.
- 2.2 Co-ordination of the accounting arrangements for the Council's external debt portfolio including accounting for all related payments / receipts.

- 2.3 Maintenance of a module of spreadsheets which provide necessary management information for the Council's treasury policy statement and the forecasting of borrowing limits / requirements for the medium term.
- 2.4 Managing the raising of new loans to finance capital expenditure and the replacement of existing maturing debt.
- 2.5 Procurement and ongoing management, where appropriate, of leasing facilities and prudential loans.
- 2.6 Provision of Treasury Management Services including provision of management information concerning interest rates and money market trends
- 2.7 Investment of external and surplus funds.
- 2.8 Provision of detailed daily cash flow forecasts.
- 2.9 Lead responsibility for the financial management of the Council's leasing portfolio, arranging drawdown, making necessary leasing payments and recharging the repayments to service departments and negotiating with leasing companies on the expiry of leases dependent upon user requirements.
- 2.10 Provision of advice to schools on the provision of prudential loans for their ICT equipment and the subsequent arrangement of the loan and its repayment by schools. Development of policies and procedures regarding prudential loans.
- 2.11 Accounting for the Council's investment of surplus funds including the records of deals placed and the interest earned upon them.

3. Budget Co-ordination

- 3.1 Co-ordination of the individual service budgets produced by the Finance Managers in Strategic Finance to produce the overall budget for the Council and any organisations that Strategic Finance provide financial support.
- 3.2 Preparation of technical guidance and parameters for the budget preparation.
- 3.3 Research and financial modelling to support the development of the Medium Term Financial Strategy.
- 3.4 Preparation of reports to members, briefing notes and publications on the Council's financial plans and budgets and those of any organisation that Strategic Finance provide financial support.

- 3.5 Completion of Government financial and statistical returns.
- 3.6 Development and maintenance of computer systems in relation to the above duties.
- 3.7 Liaison with and provide advice to officers both within the finance department and other service areas in relation to budgetary and general financial issues.

4. Service Financial Support

- 4.1 To take a lead role in supporting Heads of Service and other Budget Managers in the review of the revenue and capital budgets for all Council services and any organisation that Strategic Finance provide financial support, involving the continuous review of resource availability and expenditure commitments.
- 4.2 Maintenance of accounting arrangements in respect of one or more Service Groups including:
 - Maintenance and reconciliation of appropriate revenue accounting records.
 - Preparation of year end accounts.
 - Provision of financial management information to service groups.
 - Preparation of claims for Grant and re-imbursement.
 - Preparation of Government returns.
 - Undertake review of charges in conjunction with service groups.
 - Financial appraisal of projects and initiatives (including the effects of new legislation).
 - Accounting and administration in respect of the Council's Trust Funds and Pooled Budgets.
- 4.3 To maintain awareness of funding sources with a view to maximising the resources available to the Council.
- 4.4 To take a lead role with the provision of financial support to external partnerships.
- 4.5 To liaise with and advise budget holders particularly in relation to budgetary management, forecasting, savings and associated matters.
- 4.6 To attend nominated City Council panels, working parties and meetings on behalf of the Finance Business Partner and to provide appropriate support and advice as required.
- 4.7 To prepare and clear member and officer reports as required.

4.8 To take responsibility for the development and maintenance of relevant financial management systems and associated records.

5. Technical Accounting

5.1 Take the primary lead in the maintenance and reconciliation of appropriate accounting records and systems.

5.2 Prepare the year end Statutory Statement of Accounts including publication of external audit arrangements and public inspection rights.

5.3 Liaise with the External Auditors as appropriate on the Statement of Accounts and resolve any queries on a personal basis and by reference to other senior staff.

5.4 To take overall responsibility for the maintenance of the Council's revenue accounts and those of any organisation that Strategic Finance provide financial support, in particular ensuring that statutory and other deadlines for closing these accounts are achieved.

5.5 To liaise with and advise officers of Finance and Other Services particularly in relation to accounting standards, taxation and associated matters.

5.6 To take responsibility for the development and maintenance of relevant financial management systems and associated records.

5.7 Maintenance of accounting arrangements in respect of one or more Service Groups including:

- Maintenance and reconciliation of appropriate accounting records.
- Preparation of year end accounts.
- Provision of financial management information to service groups.
- Preparation of claims for Grant and re-imbursement.
- Undertake review of charges in conjunction with service groups.
- Financial appraisal of projects and initiatives (including the effects of new legislation).
- Accounting and administration in respect of the Council's Trust Funds and Pooled Budgets.

5.8 In consultation with the Revenues and Benefits Division as appropriate maintain and reconcile accounting records relating to the Collection Fund; prepare the year end statutory statement and relevant Government grant claims and returns.

- 5.9 Monitor changes and development in national and other accounting standards and provide advice on any implications for the Council's accounts and accounting procedures and any organisation Strategic Finance provide financial support.
- 5.10 Administration of the Council's VAT affairs and those of any organisation that Strategic Finance provide financial support including:
- Supervision of accounting arrangements and completion of monthly VAT returns to HM Customs and Excise.
 - Monitoring the Council's partial exemption position and identification of appropriate measures to eliminate or minimise any exempt VAT liability.
 - Provision of support, guidance and training of relevant officers in Financial Services and Service Groups on VAT.

6. Schools Finance

- 6.1 To take the strategic lead for education funding, schools' funding and schools' finance and be the Council's subject matter expert for schools' finance.
- 6.2 To take the lead in interpreting and assessing the local impact of Government changes or direction on schools' and academy funding. To develop options, consulting with schools and stakeholders, for a local funding formula through to the submission to and liaison with the Department for Education (DfE) and Education Funding Agency (EFA).
- 6.3 To brief Councillors and senior officers within the Council on issues that pertain to schools' and academies funding.
- 6.4 To compile complex financial information, multi financial year, statistical and analytical reports for schools.
- 6.5 To ensure adequate systems and arrangements are in place for the co-ordination, receipt and dissemination of all school related funding.
- 6.6 To contribute to schools compliance with the Schools' Local Scheme of Delegation, Financial Regulations and Standing Orders and the Council's Constitution and ensure that there is effective challenge of existing practice.
- 6.7 To ensure that schools are producing robust medium financial plans by setting the sound parameters for schools to develop spending plans and assessing schools spending plans and where appropriate recommending corrective action.

- 6.8 To lead the Schools Finance and Business support service in the delivery of effective, efficient advice to support schools and their governing bodies to meet their needs in relation to meeting their statutory financial obligations.
- 6.9 Provide guidance to the members of the Schools Finance and Business support team in the design and delivery of financial consultancy services to schools within the agreed SLA service specification and ensuring the changing needs of schools are included in the offer of service provision
- 6.10 To be responsible for all aspects of financial management with regard to schools operating delegated budgets ensuring that services are flexible and tailored to meet individual schools requirements.
- 6.11 Ensuring that Governing Bodies and Head teachers receive timely, clear consistent advice and relevant information in relation to their financial responsibilities.
- 6.12 Support the operation and development of financial scheme of delegation to schools in Wolverhampton in accordance with current legislation.
- 6.13 To lead on the development and evaluation of effective business support systems to ensure value for money and operational effectiveness and enhance the delivery of service provision.
- 6.14 Develop, manage and monitor Service level Agreements to enhance the service and performance management arrangements for the team and updating of procedure manuals.
- 6.15 Develop and maintain effective and efficient arrangements for identifying and reviewing the needs of schools and other stakeholders in relation to support services and for achieving customer feedback.

7. General Duties for Post Holders

- 7.1. To assist the Finance Business Partner in the recruitment and training of staff and the maintenance of appropriate professional standards including Continuing Professional Development.
- 7.2 To contribute to the corporate agenda for improving performance across the Council and Directorate, acting as the representative for Finance on corporate work programmes as required.
- 7.3 To undertake ad hoc assignments and financial analyses as necessary in support of the wider functions and responsibilities of the Division.

- 7.4 To contribute to the development and delivering of financial skills training to Budget Holders, including where appropriate schools based staff, and their support staff.
- 7.5 To line manage and supervise staff within the division, including functions such as the Employee Performance Review Scheme, Management of Attendance and general performance and competency management.
- 7.6 To act in accordance with the Council's Constitution and other Codes of Conduct.
- 7.7 To participate in staff development, appraisal and training as appropriate, including continuous professional development.
- 7.8 To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
- 7.9 To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
- 7.10 To participate in the wider development of the service and contribute to service improvement as required.
- 7.11 Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies as appropriate and training provided.
- 7.12 Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives as appropriate and training provided.
- 7.13 City of Wolverhampton Council is committed to Corporate Parenting.

"Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after".

September 2023.

City of Wolverhampton Council

Person Specification

Job title: Finance Manager

| Factors | Essential | Desirable | How identified |
|----------------------------------|---|--|---|
| Qualifications | Qualified CCAB accountant (i.e. a member of the ICAEW, ICAS, ICAI, ACCA, CIMA or CIPFA) | Holder of the CIPFA Qualification Degree Recognised Management Qualification | Application Form Production of Certificates Testing |
| Training | Participation in formal Continuing Professional Development. Participation in management development activities | . | Application Form Interview Testing |
| Experience | Public sector accounting and budgetary experience. Management and development of financial systems and processes. Experience of working on own initiative with limited supervision or direction. Analysing and interpreting information for a number of sources and presenting the outcome in an appropriate format to meet reporting deadlines. | Post qualification experience. Local Authority accounting and budgeting experience. Projects involving innovation and the management of change. Experience of attending Member committees or other corporate/board meetings. Team/Section leader experience. | Application Form Interview References Testing |
| Special Knowledge/ Skills | Extensive knowledge of financial IT systems. | Ability to deliver courses on financial skills and systems. | Application Form Interview References |

| Factors | Essential | Desirable | How identified |
|---|--|---|--|
| | <p>Excellent presentation and communication skills both written and oral.</p> <p>Systematic approach.</p> <p>Analytical skills.</p> <p>Ability to understand and disseminate complex and detailed technical and professional issues.</p> | <p>Ability to think strategically.</p> <p>Negotiation and mediation skills.</p> | Testing |
| Personal Qualities | <p>Ability to establish and continue good working relationships and work effectively as part of a team.</p> <p>Ability to use initiative within delegated authority.</p> <p>Ability to work effectively under pressure when required.</p> | . | References Interview |
| Interests and Motivation Relevant to job | <p>Self starter.</p> <p>Self Motivated.</p> <p>Commitment to maintain professional and ethical standards.</p> | . | Application Form References Interview |
| Commitment | <p>To achieve work targets within specified timescales.</p> <p>To contribute towards continuous improvement in service delivery and securing VFM.</p> <p>To contribute towards maintenance of the image and reputation of the Service Group.</p> | . | References Interview |