

Wirral Council: Job Role Descriptor

Job Role:	Senior Finance Manager
Service:	Business Management / Finance & Investment
Reports to:	Assistant Director – Finance & Investment
No. of Subordinates:	10 direct reports (13 total subordinates in unit)
HR USE ONLY	
Job Role Ref:	CSUP0096P
Job Family:	Enabling
Grade:	EPO15

JOB ROLE PURPOSE

Lead a solution-focussed, innovative, financial management function that enables the effective allocation of resources to outcomes, in order to ensure value for money for the public purse. This includes leading a proactive, customer focussed team that supports the achievement of the Council and its partners' long-term vision, through the provision of one of the three management units which can be summarised as follows:

Major Projects & Corporate Activity - a team that will provide accountancy and technical support, assistance and monitoring in relation to the organisation's:

- major projects,
- capital expenditure programme,
- insurance activities,
- treasury services,
- duty to liaise internally and externally on pension matters and
- VAT position.

Strategy, Policy & Financial Accounts - a team that will be responsible for:

- reviewing and implementing financial policy in the local government arena,
- delivering ensuing technical financial advice to the organisation and its Chief Officers,
- managing the organisation's finance system
- fulfilling statutory obligations through the production of annual financial accounts and
- developing the financial strategy of the organisation through the production of the medium-term financial strategy (MTFS).

Management Accounts & Finance Support – a team that will be responsible for:

- providing dedicated, professional finance support aligned to the organisation's structure,
- providing management accountant related services, including the provision of financial information, to budget holders,
- reviewing, scrutinising and challenging financial information, concepts and proposals,
- supporting decision-making at organisation-wide and service area levels,

- setting the standard for financial performance management through budgetary control and ensuring proper alignment of resources with key performance indicators.

KEY TASKS

1. As a member of Departmental Management Teams (DMT) within the business, encourage positive financial behaviour so that all actions and decisions are made with a sound financial and commercial focus ensuring there is clear accountability for their delivery.
2. Contribute to a Medium-Term Financial Strategy (MTFS) that sets out how the Council will achieve financial sustainability through self-sufficiency for the future. Link this to the Wirral Plan and other relevant strategies e.g. commercial strategy, investment strategy, etc. to ensure the MTFS is positioned to contribute to the achievement of the Council's ambition.
3. Be embedded within management teams to proactively contribute to all aspects of the business, not just the financial aspects, in line with the business plan and key objectives.
4. Provide effective management information when required, planning work and resources to allow multiple deadlines to be managed concurrently. Management information will be required on a cyclical and ad hoc basis, for a variety of audiences from Cabinet Members to members of the public, as well as Chief Officers, ensuring the information is accurate and tailored to the audience so that it is understandable and informative.
5. Be an effective corporate citizen, proactively leading by example and participating in corporate initiatives e.g. volunteering, mental health and wellbeing strategy, Worksmart etc.
6. Ensure the provision of professional and evidence-based management information to support the long-term sustainability of the Council and its trusted partners.
7. Ensure a commercial ethos is embedded across the council so that any decision taken is done so following an assessment of commercial viability and opportunity.
8. Ensure an effective finance business partnering function is delivered, that both enables the council to meet its ambition through the pledges in the Wirral Plan and ensures the effective financial stewardship, control and safeguarding of public funds to demonstrate value for money.
9. Support the Assistant Director of Finance & Investment in ensuring the long term financial sustainability of the Council through the development of a robust Medium Term Financial Strategy (MTFS).
10. Maximise income and investment opportunities for the Council by developing new and existing initiatives; and lead in the delivery of income generating programmes to support the Council's commercial strategy.
11. Manage finance's involvement in new initiatives and major projects that impact the future regeneration and improved economic outlook for the Wirral alongside our trusted partners.

KEY RESPONSIBILITIES

People

Reporting to the Assistant Director of Finance and Investment, but will work across the wider Council and engage with external stakeholders and partners.

Develop professional relationships across the Council, the elected Members, Trade Unions, employees and other key stakeholders.

Manage a team of finance professionals providing development opportunities to ensure effective succession planning and retention of staff and to ensure the team is operating to the expected standard of a high performing, excellent finance business partnering function.

Lead a senior finance team of direct reports, ensuring that they develop their skills and deliver objectives that have been set.

Represent the Finance team as and when required in internal and external scenarios and to display the behaviours and values expected in a positive and professional manner.

Ensure the training and development needs of the team are fully met by a variety of means including attendance at awaydays, attending in-house training, completion of learning needs assessments and skills framework to ensure the whole team can demonstrate a full range of skills and abilities that supports effective succession planning.

Lead a team of senior Accountancy staff, ensuring they are adequately upskilled to carry out their responsibility effectively. Ensure the team are aware of their role in delivering the outcomes of the Wirral Plan and can effectively describe the 'Wirral Together' narrative to any stakeholder.

Manage the technical aspects of the finance function for the Council to ensure its statutory financial duties are met in a robust and timely manner. This includes the provision of a Treasury Management Function, VAT function, Insurance function and the completion of statutory returns

Financial

Provide innovative, evidence-backed solutions to support the council's financial sustainability and resilience, drawing on insight and intelligence, balanced with a positive awareness of risk to predict and model demand management.

Ensure that evidence can be provided to demonstrate that taxpayer's money is allocated and spent according to the council's priority outcomes, minimising the overlap and duplication of spend and activity via an outcomes-based budgeting process.

Support the council's plans to support and improve the inclusive economy by testing and formulating alternative funding methods e.g. crowdfunding and supporting communities to keep wealth within the borough through Wirral Together.

Strategic

Support the production of the business plan by demonstrating achievement of key objectives on time and to the required standard.

Lead the team effectively to ensure the delivery of the business plan, associated strategies and projects, on time and in budget.

Lead the achievement of the council's commercial activity in conjunction with the commercial and commissioning team, supporting the business to deliver income generating ideas and projects to ensure the council's ambition for sustainable income and growth

Seek out income generating opportunities to support the Council's commercial and investment strategy to minimise the impact on service delivery. Implement robust and regular reporting arrangements to the Cabinet & Strategic Leadership Team on achievement against targets and recommend corrective actions where they are under performing.

Support non-finance departments of the organisation, in particular the Chief Officers of the Council by delivering a network of financial support, guidance, advice and challenge in a manner that improves operations.

Negotiate with key stakeholders on complex financial matters to ensure the Council maintains its financial resilience.

Operate an agile and flexible working environment to minimise a traditional office-based culture. Structure the team to ensure effective succession planning and a broad skill set. Ensure finance business partners are embedded within their customers' environment to support them achieve their outcomes, while ensuring financial stewardship and control is maintained.

Deliver financial management of the Council's strategic projects to ensure all financial implications are modelled and known in advance and are reported to ensure informed decisions can be made. Ensure the benefits realisation of projects are captured and measured against forecast outcomes and any changes fed into the MTFS

Engage with communities to support Wirral Together, involving them in consultations and workshops to support them to help themselves. Support Portfolio Holders with community wealth building and developing links with external stakeholders.

Resources

Lead the team to ensure that resources are fit for purpose and fully utilised to respond proactively to the needs of the organisation and its partners.

Ensure Council resources are allocated to the delivery of the pledges in the Wirral plan so the Council's priority outcomes, and those of its key partners can be achieved and measured

Lead and facilitate the management of the key financial systems for an area of focus, to ensure that financial data is being captured, stored, managed and monitored effectively and is fit for purpose, accurate and in line with various reporting requirements

Ensure that all activities within the service meet the standards of good corporate governance, probity and integrity.

Responsible for ensuring service delivery functions in a manner compliant with Information Governance requirements, the Data Protection Act and professional standards of confidentiality.

Planning and Organising

Support the delivery of the business plan by demonstrating achievement of key objectives on time and to the required standard

Operate independently and with limited supervision at times, ensuring internal and external reporting deadlines are met.

Decision Making

Deliver the Council's risk framework and processes, identify and advise on new risks and issues, and assess, monitor and escalate risks appropriately. Ensure that key risks are identified and mitigated, and that risk is managed by the service.

Exercise a substantial degree of decision making, independent professional responsibility and discretion. Use professional knowledge and understanding to improve performance and efficiency, alert senior managers to potentially significant risks and make judgements where decisions may need to be escalated to the Assistant Director.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

- Current Member of Consultative Committee of Accountancy Bodies/Chartered Institute of Management Accounting and demonstrable evidence of continuing professional development (CPD).

Knowledge & Skills:

- Able to think and act strategically across and outside organisational boundaries.
- Able to drive change through others.
- Able to initiate, develop and sustain successful partnership working, across the Council, ensuring the collaboration required to achieve shared results.

- Able to inspire others with a compelling vision of the future, engage others in that future and motivate them to make the required contribution.
- Able to be a key Business Management advocate for change and have the personal courage and resilience to cope with ambiguity, uncertainty and conflicting demands.
- Programme and project management skills to ensure benefits realisation can be captured, delivered and measured.
- High level of interpersonal and influencing skills to develop sustainable and beneficial relationships with stakeholders.
- High levels of judgement so that programmes are appropriate and achievable meeting the objectives of the Council.
- Demonstrable leadership qualities of high performing teams delivering to business plan targets.
- An ability to work proactively and independently to deliver successful investment and income generating opportunities.

Experience:

- Experience in leadership and staff management at a senior level.
Demonstrate personal and professional credibility to work with a range of stakeholders including Chief Officers, elected members and members of the public.
- Working to multiple, conflicting demands and priorities to seize and assess new opportunities and turn them into deliverables.
- Adequate financial acumen to assess and manage risks to ensure informed decisions can be made and to maximise opportunities for the Council.
- High levels of commercial awareness, demonstrating an understanding of the changing face of the public sector.
- Demonstrable successful delivery of ambitious programmes that have delivered financial benefits.
- Demonstrable financial modelling and analysis including risk management techniques.

Desirable Criteria

Qualifications:

- Further Management qualification e.g. Masters Degree.

Experience:

- Experience of working with Members and involvement in political procedures.
- Leading on large scale projects to transform services and/or teams.

ADDITIONAL WORK ELEMENTS

Ability to work outside traditional working hours, including evenings and weekends upon demand.

Able to travel across the borough.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service

Daniel Kirwan

Date 11.06.19