

# Job Description

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This job description may be amended from time to time dependent on job requirements and Service provision.

## Section A

**Post Title: Service Manager - Finance (Services)**

**Location: Teith House/Working from Home**

**Reports to post (Title): Chief Officer Finance**

**Service: Finance**

**Grade: JE15**

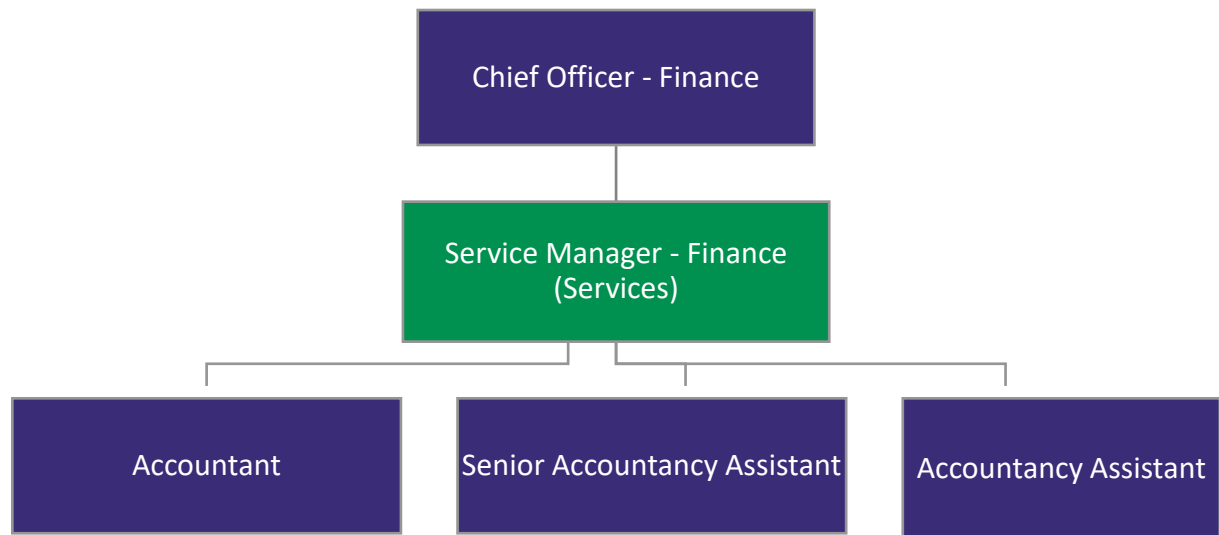
**Eval Ref: 3667**

**Date: November 2024**

**This is a Politically Restricted Post**

## Section B

### Organisational Relationship



## Section C

### Principal Purpose and Objectives

- To deliver a high quality, professional Corporate Accounting function.
- To provide strategic leadership of the Corporate Accounting team aimed at developing and delivering these functional areas in accordance with the Council's strategic objectives, goals and values in a manner that delivers best value.
- To support the Chief Officer Finance in providing sound stewardship and effective financial management of the Council's resources.

## Section D

### Main Duties and Responsibilities

#### Strategic

- To provide strategic leadership, direction and operational support to qualified and non-qualified staff across the Corporate Accounting function.
- To provide high quality financial management information and provide professional advice to Senior Managers and all budget managers.
- To build partnerships and maintain strong relationships with Senior Officers, and their management teams, delivering insight and analysis that allows non-financial managers to take strategic and informed decisions to drive better performance.
- To develop service workplans, setting functional priorities and targets and ensuring effective deployment of resources.
- To review and develop current processes and practices to enhance service outcomes through best practice, benchmarking analysis and key financial drivers.
- To ensure financial controls are compliant with financial regulations and codes of practice to secure probity.
- To contribute to the development of corporate policies, procedures and strategy relating to the area of responsibility and ensure effective implementation.

- To develop and promote partnership working with community partners and other relevant organisations, to enhance and improve the delivery of services to citizens and the community.
- To prepare annual Treasury Management and Capital Strategies in line with relevant legislation and professional Codes of Practice,
- To contribute to the preparation of a medium term financial strategy for the Council which aligns to Council strategic priorities and ensures financial sustainability.
- To develop and deliver a strategic approach to revenue budget monitoring which ensures the Council is supported to effectively manage its budget.
- To deputise for the Chief Officer Finance, attending and advising Committees, Council Management Team, external meetings and other groups as necessary.
- To deputise for the Chief Officer Finance on matters relating to the S95 statutory role.

## Management

- To effectively manage the Corporate Accounting functional areas.
- To manage change across the Corporate Accounting functional areas including challenging people and developing decision-making.
- To promote health and wellbeing, equality of opportunity and tackle disadvantage and discrimination across all areas of responsibility.
- To manage employees within the Corporate Accounting functional areas in accordance with the Council's Human Resource policies and support employee development.
- To manage staffing matters including the recruitment, training and development of staff within the Corporate Accounting functional areas.
- To provide effective management and delivery of high quality monitoring and reporting on financial performance against Capital and Loans Fund budgets and identifying any necessary corrective action.
- To manage the resources of the functional areas effectively, in accordance with the Council's Scheme of Delegation and Financial Regulations to ensure the most cost effective delivery of services;
- To determine functional priorities and targets and ensure effective deployment of resources;

- To develop comprehensive and effective performance management systems for all areas of functional responsibility taking appropriate action(s) to ensure attainment of agreed success criteria;
- To establish and maintain appropriate business continuity arrangements for the areas of functional responsibility and contribute to the Emergency Planning and business continuity plans across the Council as required;
- To maintain up to date knowledge of best practice within areas of functional responsibility to ensure compliance with all relevant legislation, providing professional advice to Council and Committees as required.
- To deliver financial training to non-financial managers, to improve financial awareness and understanding whilst promoting a self-support culture.

## Operational

- To ensure financial controls are compliant with financial regulations and codes of practice to secure probity and ensure systems are geared to deliver best value.
- To monitor and report on financial performance and identify any necessary corrective action to ensure an effective short and long term financial strategy which maintains and improves the Council's financial stability.
- To coordinate and prepare revenue budgets ensuring a link to the Council's 3 Year Business Plan culminating in the preparation of the Council budget setting report.
- To reference, interpret and apply complex financial data to model financial scenarios in support of development of significant business case projects and option appraisals.
- To provide creative and innovative revenue funding solutions.
- To provide financial commentary to all Committee and Council Management Team papers ensuring use of clear language to be understood by non-financial managers and elected members.
- To provide objectivity and constructive challenge to identify areas requiring change or improvement in delivery of more efficient outcomes ensuring key operational targets are being met in collaboration with senior management.
- To coordinate the completion of all revenue statutory financial returns, interpreting and understanding the indicators that impact on Council funding to maximise grant settlements.

- To monitor the in-year General Services Revenue Budget and support and participate in the relevant operational groups / boards / committees.
- To gather information and prepare Revenue Monitoring Overview Reports for relevant Senior Managers, Chief Operating Officers, Council Management Team and Committee.
- To complete statistical returns in relation to Revenue budgets.
- To assist in the preparation of the annual Revenue Budget.
- To prepare year-end accounting entries in respect of all aspects of revenue expenditure for annual accounts purposes.
- To ensure the requirements for compiling the Annual Accounts are managed and delivered within statutory timescales.
- To provide guidance, advice, supervision to others involved in supporting the Service Accounting functional areas and be able to transfer learning and experience from different environments to meet new challenges.

GENERAL: The above list of duties is not exhaustive and also serves to illustrate the range of additional tasks which may be undertaken from time to time as appropriate to the nature of the post.

NB: The contents of this Job Description may change as the Council develops its organisational structures and refines the allocation of functions amongst and within the Services.

## **Section E**

### **Responsibility for Physical Assets, Data and Finance**

- Line Management responsibility for employees within the Corporate Accounting functional areas.
- Responsibility for managing the revenue budget relating to the functional areas of responsibility, in conjunction with the Chief Officer Finance, and in accordance with the Council's Scheme of Delegation and Financial Regulations to ensure the most cost effective delivery of services. This will include the budget for employees, services, equipment, etc. as appropriate.
- Responsibility for providing insight and value to the delivery of revenue budget reports to Council Management Team and Council Committees.

- Responsibility for ensuring revenue budget monitoring is completed for both Council Management Team and Council Committees in a timely and informative manner.

## Section F

### Communications Skills

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

The postholder will develop and maintain positive and effective working relationships with the groups listed below, using written and verbal communication as appropriate. Methods of communication will include, but not be limited to, face-to-face meetings, e-mail, formal written reports, and telephone. The postholder will also deliver formal training and presentations.

<b>Internal:</b>	Finance colleagues, Service Managers, Senior Managers, Elected Members (Councillors) and employees across all Council services.
<b>External:</b>	External Audit, Scottish Government, COSLA, Treasury Management Advisors, Brokers, Banks, HMRC, VAT Advisors, Software Suppliers, Arms-Length External Organisations, Grant Funding Bodies, etc.

## Section G

### Mental Skills

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The postholder is required to apply knowledge and professional judgement at all times, including:

- Working with finance support colleagues to produce a range of complex financial and management information to all areas of the Council.
- Managing finance support resources to best deploy them in support of the Council's business.
- Producing reports for Council and Committees to support the decision-making process and attending relevant Council and Committee meetings as required.
- Liaising with employees across the Council to support key corporate and service projects.
- Working with the Chief Officer Finance and other finance support colleagues to manage the Council's financial resources generally, and to identify solutions to minimise the impact on Council services due to resource restrictions.
- Dealing with confidential information.
- Interpreting and analysing complex data.
- Handling complex information, analysing problems, thinking ahead and finding solutions.
- Being a flexible, pro-active, problem solver, able to show judgement and common sense.
- Understanding the business of the Service.
- Understanding operational information systems.
- Working to tight timescales under competing pressures.
- Managing multiple competing demands.
- Being flexible within a working environment.
- Keeping abreast of changes to Accounting Standards, policies and regulations.



## Section H

### Working Environment and Physical Effort

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

- The post is indoors/office based. Some travel to external meetings will be required.
- Provide effective support to other staff whilst demonstrating accessibility and approachability.
- This may mean working outside contracted hours of employment.

## Section I

### Knowledge and Skills

This section details the knowledge and skills including any qualifications, specific training or experience required.

#### **ESSENTIAL:**

- Qualified in a professional accountancy qualification (CIPFA, ACCA, CIMA, CA) and preferably educated to degree level or equivalent.
- Extensive experience and knowledge of Local Government Finance and relevant legislation affecting the provision of the service, along with professional knowledge and expertise covering functional areas.
- Experience of managing budgets, working in a local authority setting, managing people, preparing Committee Reports and presenting recommendations to Committee, contributing to Service Planning and strategic direction of the Service.
- Experience of leading change within a complex organisation with an ability to lead significant initiatives within the service or corporately working across, and with, a range of services, professions and partners including senior officers and elected members.
- Ability to develop staff across the functional areas of responsibility.
- Ability to work and communicate effectively with partners and colleagues.
- Possession of business planning skills along with sound organisational skills.

- Highly developed communication skills in order to convince others to adopt Council policies, along with proven experience in influencing, negotiating and facilitation of complex projects and initiatives.
- Highly numerate and computer literate.
- Project Management skills and experience.