

JOB DESCRIPTION

POST TITLE:	Senior Finance Manager
GRADE:	Hay 14
DIVISION / UNIT:	Professional Finance Services
DEPARTMENT:	Resources
REPORTS TO:	Assistant Director of Finance

SENIOR FINANCE MANAGER CAPITAL SPECIFIC

- Co-ordination of the Councils capital programme including capital monitoring reports to Cabinet and Council Assembly in consultation with service accountants and project managers
- Support the corporate capital bids process including reviews of new capital bids from departments
- Production of annual Capital Strategy and Minimum Revenue Provision (MRP) strategy
- Monitoring of Planning Gains (S106) and Community Infrastructure Levy (CIL) receipts
- Co-ordination of capital closing tasks including capital financing
- Liaising with the Treasury team including forecasts for Capital Financing Requirement (CFR) and MRP in the medium term, production of prudential indicators
- Lead on all aspects of PFI and lease accounting
- Support on all capital areas of the Statement of Accounts
- Management of the Fixed Asset process and the Fixed Asset Accountant, including liaison with external valuers
- Liaison with the Council's external auditors on capital matters
- Development of capital reporting on the SAP finance system
- Submission of key statutory capital returns to central government
- Provide guidance and training to relevant officers on capital accounting

PURPOSE OF THE JOB

To develop and manage the council's financial strategy and core financial services.

This will include working with Strategic Directors and Business Managers to improve devolved financial management within the council and to ensure that legislative requirements, corporate objectives and best value are successfully achieved.

Taking responsibility for the development and maintenance of financial expertise and control, ensuring that all services provided by finance staff and internal/external contractors:

- are innovative and quality driven, so that these will be responsive to public, Member or client needs;
- demonstrate, and operate in accordance with, clear corporate direction, vision and style; and
- achieve effectiveness and efficiency in their operation.

PRINCIPAL ACCOUNTABILITIES

1. To manage the provision of an effective financial service within a service department or resources department, whilst also contributing to the management of a service department or Resources department in accordance with the Business Plan, Scheme of Management and Financial Scheme of Delegation.
2. To formulate aspects of the council's financial policies and strategies and report on those issues to Senior Management Team (SMT), Strategic Directors/Corporate Management Team (CMT) or Members as needed.
3. To provide expert advice and support to the council/department, its committees, members, and senior management on all financial issues, and to as appropriate, to respond to relevant government initiatives.
4. To take the lead in presenting sound financial information to council departments, and other external partners as required.
5. To be responsible for the implementation of, and compliance with, the council's overall regulatory framework and to advise strategic directors and their senior management teams on changes within their departments.
6. To be responsible for the integrity of financial information and the production of all relevant statutory accounts.
7. To manage the effective delivery of financial and related services supplied to the council by a third party or by any in-house supplier and to take appropriate action to improve the value for money obtained by the council from those suppliers.

8. To ensure that sound financial management systems and procedures are in operation within their department or Resources department and that the management of the service is in line with the council's values and vision.
9. To promote and implement the council's risk management strategy, as well as, the council's corporate anti-fraud strategy, to protect the council's assets.
10. To make an effective contribution to all relevant council initiatives aimed at continuous improvement and to create appropriate targets or implement corporate targets to be met by the finance functions under their control.
11. To be responsible for managing and developing a team of staff.
12. To take an active role in such training courses as are necessary to ensure that managers across the council are able to carry out their responsibilities within Southwark's devolved financial environment.

JOB CONTEXT / REPORTING to:

The Council's Professional Finance Services (PFS) division forms part of the Resources Department. PFS provides professional accounting and financial advisory and support services to the organisation. The division is made up of around 60 members of staff arranged in a 'hub and spoke' model with three departmental finance teams, a transformation team and a central corporate finance team.

The post holder will be responsible for managing a team, which may include temporary staff and contractors. Details of the teams to be managed by the postholder may vary over time.

Grade/Conditions of Service

The employment is subject to a probationary period of twenty-six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

	Essential (E)	How assessed (S/ I/ T)
Knowledge, including educational qualifications:		
Knowledge of issues affecting Local Government finance and proposed changes in financial legislation and regulations	E	S/I
Knowledge of local government medium term financial planning	E	S/I
Knowledge and an understanding of the Housing Sector	E	S/I
Understand Equality and Diversity issues	E	S/I
Understand the concept of a Performance Management scheme	E	S/I
Operate safely in the workplace	E	S/I
Be aware of political issues and their sensitivities		
Experience:		
Experience of Managing a team or having leadership responsibilities	E	S/I
Experience of working in local government finance	E	S/I
Experience of managing budgets and financial information	E	S/I
Experience of working with stakeholders, building and maintaining these relationships	E	S/I
Experience in project management	E	S/I
Experience of strategic leadership and strategic planning	E	S/I
Experience in commissioning and managing contracts		
Aptitudes, Skills & Competencies:		
Effective use of IT applications in a workplace	E	S/I
High levels of communication	E	S/I
Proven skills in presenting and reporting	E	S/I
Proven analytical judgement	E	S/I
Proven skills in managing change and innovation	E	S/I
Proven skills in time management and prioritisation	E	S/I
Proven skills of growing and developing a team	E	S/I
Special Conditions of Recruitment:		
Comply with and promote the Council's Equal opportunities policy.		

Key:

E Essential

S Shortlisting criteria

I Evaluated at interview

T Subject to test