



# Business Manager

Service	Reporting to	Location	Grade
Highway Construction Services	Surveyor and commercial Strategy Lead	Swinton Hall Road Depot	4B

## About the role

- To manage the cost collections and administrative finance support to the business.
- To manage contract finances ensuring the construction services causeway cost database (CPA) is set up to meet business requirements
- Ensure accurate finance recording and reporting for depot operations
- Ensure the support of effective analysis and reconciliation of cost data and information
- Manage and process time sheets and payroll for depot operations
- Ensuring effective management of stock systems and stock movements

## Key outcomes

- Ensuring the process for Goods Received Notes is complied with
- Inputting data into CPA as required
- Processing site allocation sheets to ensure costs are allocated to the appropriate cost centres
- Resolving general cost administration queries
- Carry out monthly reconciliation between Construction Services CPA and Salford Council's main cost system SAP
- Manage the interface between the stock control system and CPA
- Co-ordinate regular stock take and reconciliation
- Provide monthly cost reports
- Collating site cost information and ensure correct allocation to labour, plant and materials
- Provide information on contract costs as requested
- Identify and provide feedback on errors relating to time sheets, job notes and goods received notes
- Able to work with minimal supervision to complete work undertaken

- Work to strict finance reporting deadlines
- Be a representative of Salford Council when out completing work in line with Salford Values and behaviors

## What we need from you

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- Some experience in managing and analysing CPA systems, data and reports (or similar)
- Some experience in analysing SAP systems, data and reports (or similar)
- Some experience of administrative activities at a management level within the construction industry
- Proven ability to develop and maintain excellent working relationships and have a positive and proactive attitude
- Commercial awareness and acumen with experience in cost management

## What we can offer you

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Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

### Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

### Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on the Institute of apprenticeships website.



## Tailored Development

We can offer on the job training and CPD opportunities

## A digital organisation

### Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

### Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

## Our organisation's values

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**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

# Our values



**Pride**

**Passion**

**People**

**Personal responsibility**



**Salford City Council**

## Application guidance

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We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

