

Deputy Finance Manager / Finance Manager

Role Profile

Service:	Financial Management – Finance and Systems Directorate
Band:	Career grade: Deputy Finance Manager Band 11 Finance Manager Band 12 (Appointment and progression will be based upon qualifications, experience and achieving required competency levels)
Reporting to:	Strategic Finance Manager
Responsible for:	Senior Accountants, Accountants, Accounting Technicians



TRAFFORD
COUNCIL

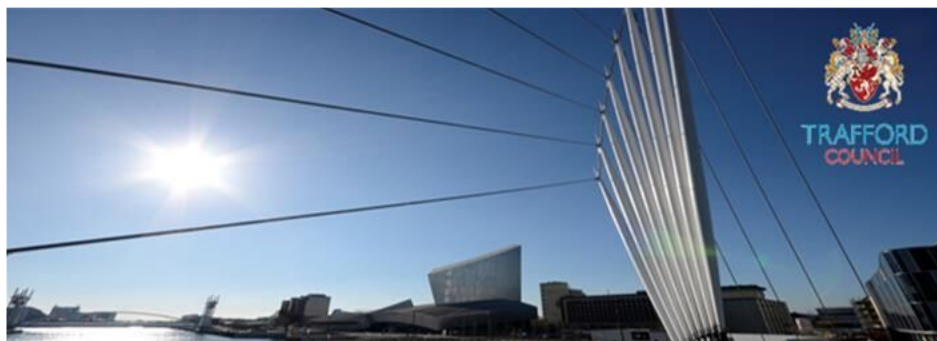
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

The Financial Management Service sits within the Finance and Systems Directorate, and includes a number of professional teams supporting all service directorates in the strategic and operational aspects of financial management. The Finance Manager role supports the Strategic Finance Managers assigned to each service directorate.

Your Main Priorities

- As part of the wider financial management and internal audit team, being personally responsible for managing a professional team to deliver the financial targets and best financial outcomes for the Council into the medium and longer term, with particular emphasis on obtaining value for money.
- Providing high quality, timely, accurate financial information, advice and guidance that will contribute to the effectiveness of the decision-making process.

Key Duties

Deputy Finance Manager – Band 11

- Supporting the Strategic Finance Manager with the preparation and co-ordination of:
 - Revenue and Capital Budget

- Medium Term Financial Plan for the service area(s) you support
 - Financial support to the Council's developing investment strategy and place shaping agenda
 - Completion of the annual financial accounts and reporting of accurate budget monitoring information
 - Development and appraisal of business cases for new investment and grant claim processes in accordance with the corporate procedures, statutory requirements and deadlines with management oversight
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- Working in partnership with management across the Council to ensure the delivery of the revenue and capital programme, assisting with establishing appropriate governance arrangements and project management frameworks.
 - Supporting the Strategic Finance Manager in providing financial advice and support to service management, and participating in project teams to support major projects that are allocated by the Director of Finance and Systems, Head of Financial Management or Strategic Finance Manager.
 - Assisting with the management of the Council's accounting functions, including the drafting of relevant strategies, plans and policies, ensuring compliance with the law and best practice, and achieving financial and service targets.
 - Continually updating an Executive Information System relevant to finance. Establishing networks and information sources that would enable the Council to be updated quickly and fully, particularly on matters that affect funding and that would allow the Council the opportunity to shape Government decisions and policy.
 - Deputising for the Strategic Finance Manager as required and assisting in the management and development of a finance team. Supporting, motivating and appraising the team to achieve their collective/individual responsibilities, and ensuring work is produced to a high standard and to determined deadlines.
 - Establishing and maintaining excellent working relationships with officers and external networks that are of value to the Council.
 - Taking steps to understand the strategic business needs of the Council in order to support the Strategic Finance Manager in achieving value for money and business/service improvement.
 - Supporting the Strategic Finance Manager to ensure the effectiveness of business and accounting systems. Taking pro-active management action to ensure systems are developed and maintained to meet the current and future needs of the business.
 - Promoting good financial management, seeking out and delivering ways of achieving value to the Council's aims and objectives.
 - Supporting the Strategic Finance Manager with formal training on a wide range of topics relevant to the job role, to officers, senior management, Members, partners, and the public.
 - Developing an awareness of the Council Constitution and policies, the Scheme of Financial Delegation, legislation (section 151 of the Local Government Act 1972, section 114 of the Local Government Finance Act 1988, any other similar relevant legislation), accounting rules and best practice.
 - Undertaking any additional duties commensurate with the grade as may be reasonably required.

Finance Manager – Band 12 (in addition to above)

- Responsibility for the preparation and co-ordination of:
 - Revenue and Capital Budget
 - Medium Term Financial Plan for the service area(s) you support
 - Financial support to the Council’s developing investment strategy and place shaping agenda
 - Completion of the annual financial accounts and reporting of accurate budget monitoring information
 - Development and appraisal of business cases for new investment and grant claim processes in accordance with the corporate procedures, statutory requirements and deadlines
- Establishing appropriate governance arrangements and project management frameworks to ensure the delivery of the revenue and capital programme.
- Being the lead finance officer in providing financial advice and support to service management. Participating in project teams to support major projects, providing analysis and option appraisal services, and recommending/confirming appropriate courses of action.
- Having direct responsibility for the data integrity, maintenance, and control of financial information for your area(s) and the financial ledger in general.
- Leading on the management of the Council’s accounting functions.
- Deputising for the Strategic Finance Manager and Head of Financial Management as required.
- Effectively managing and developing the finance team to achieve collective and individual responsibilities.
- As delegated by the Director of Finance and Systems (and recorded on the officer scheme of delegation), authorise the release of certain expenditures, make investments, establish credit terms, draw down loans, and other similar high-level transactions on behalf of the Council.
- Leading on the preparation of timely and appropriate financial management information as required by Corporate Directors and the Strategic Finance Manager.
- Providing formal training on a wide range of topics relevant to the job role, to officers, senior management, Members, partners, and the public.
- Responsible for monitoring compliance with the Council Constitution and policies, the Scheme of Financial Delegation, legislation (section 151 of the Local Government Act 1972, section 114 of the Local Government Finance Act 1988, any other similar relevant legislation), accounting rules and best practice. Immediately escalating any matter that would affect the Council’s financial performance to the Strategic Finance Manager, Head of Financial Management or the Director of Finance and Systems.

Qualifications and Professional Development

The grading of the post will depend on the qualifications, experience, and knowledge of the post holder. These are set out below. Appointment to a band will depend on experience and subsequent progression will be assessed as part of the Performance Development Review process.

Deputy Finance Manager – Band 11

- CCAB Qualified Accountant or equivalent with unblemished registration and post-qualification experience at senior level
- Evidence of continuous personal and professional development

Finance Manager – Band 12 (inclusive of the above)

- Substantial post-qualification experience at senior level

Experience and Knowledge

Deputy Finance Manager – Band 11

- A detailed understanding of the current and future legislation and accounting arrangements relevant to Local Government
- Experience of planning and monitoring the revenue and capital budget, and medium term financial and service plan
- Experience of generating innovative value for money options, and/or delivering long-term cost-effective business solutions
- Experience of providing training to groups on the application of standard business and accounting processes, procedures and policy, and/or to finance staff on your service area(s)
- Experience of partnership working with a range of external organisations and establishing effective working relationships with colleagues, managers and Members within the Council to achieve collective objectives
- Working knowledge of using various Microsoft office application software to maximise efficiency and effectiveness

Finance Manager – Band 12 (inclusive of the above)

- Proven leadership experience of a large team including establishing a performance framework and targets to ensure the team’s goals are achieved within available resources
- Experience of creating a culture of high-level performance and driving change to ensure continuous service improvement
- Experience of budget preparation and control, closure of accounts in a large organisation, and appraisal of business cases for new investment
- Detailed understanding and working knowledge of Local Government Finance law, best practice and related issues
- Up-to-date extensive knowledge of relevant accounting practices

Skills and abilities

- Excellent communication skills (verbal and written). Positively and effectively interacting with a wide range of audience, and presenting complex financial information and sound strategic advice in a format easily understood by non-finance specialists
- Ability to work effectively in a complex political environment. Successfully advising and influencing stakeholders, managers and colleagues through negotiation, persuasion and motivation to secure positive outcomes
- High level of planning and organisational skills, with the ability to prioritise and manage a diverse workload. Producing accurate work within deadlines
- Ability to critically review and analyse business models, practices and systems to identify potential issues with significant medium/long-term financial consequences, and to use evidence-based and innovative solutions that support the Council’s corporate objectives
- Able to design or adapt business systems so that they are fit-for-purpose and cost-effective in the long-term
- Demonstrate commitment to and focus on quality, and promoting high standards to consistently improve outcomes
- Values diversity and difference, operates with integrity and openness

Special Conditions

- Willing and able to travel to different sites across Trafford to attend key meetings and events
- Occasional unsocial hours when attending meetings outside of normal working hours

Date prepared/revised	APR 2018 Revised career graded role – 20/01/2025
Prepared/revised by	G Bentley / AM / D Muggeridge / R Pollard

Job Evaluation	11/12/2024
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Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.