

JOB DESCRIPTION

Post:	Financial Services Manager
Directorate:	Performance
Department:	Finance, ICT & Procurement
Location:	Allocated to Offices in Armagh, Banbridge or Craigavon as required.
Reports to:	Head of Finance, ICT & Procurement
Salary	PO10 SCP 51 – 54 £53,727 - £56,858 per annum (subject to review)
Hours:	37 hours per week, the post holder may be required to attend Council meetings outside of normal working hours.

All employees are expected to model the Customer Care behaviours of “Serve Passionately, Engage Positively and Deliver Consistently.”

JOB PURPOSE:

To oversee and effectively manage the services within the Finance Department of the Council. The post holder will lead a team in the provision of a modern professional, customer-focused and responsive Finance Service to support the Council in delivering its strategic objectives. The post holder will support the Head of Finance to report on financial issues at Council and committee meetings and may occasional be required to attend such meeting. They will also have an influencing role in other functional areas.

MAIN DUTIES AND RESPONSIBILITIES:

1. Develop and manage a professional and comprehensive range of Financial services suited to the needs of the Council in pursuit of value for money and best value within Council policies and guidelines.
2. Co-ordinate and prepare the Council’s Strategic Financial Plan.

3. Develop, monitor and review an Annual Business Plan and Risk Register for the Finance Department and manage the Finance Department's budget.
4. Manage and develop staff to ensure that they and any employees for which they are responsible:
 - Promote a "One Council" approach;
 - Effectively manage their teams, positively contributing to wellbeing and high levels of employee engagement;
 - Implement and review appropriate training and development programmes for employees to ensure sufficient skills, capacity and knowledge within the service.
 - Operate within Council policies and procedures;
 - Deliver services in the most efficient and equitable manner and in accordance with Council governance and financial regulations;
 - Efficiently and effectively manage available resources;
 - Deliver their agreed targets;
 - Work in a corporate and collaborative way with other services and departments.
5. Provide professional guidance and advice to Directors, Heads of Department and Council Officers, Committees and Council on policy and strategic decisions.
6. Produce and co-ordinate reports for Council Committees and other financial information, briefing material and reports as required by the Head of Department.
7. Attend Council and Committee meetings to support the Head of Department, as required, and provide professional advice to elected members.
8. Responsible for the co-ordination and preparation of the Council's Strategic Financial Plan. This includes liaison with Land and Property Services (LPS) in relation to Rates income and every Head of Department (HoD) in relation to efficiencies and cost pressures.
9. Responsible for the co-ordination and production of the Council's Annual Revenue Estimates of Income and Expenditure. This will include reviewing and making judgements on information provided by LPS on Rates income and inflation, cost and income forecasts in conjunction with HoDs
10. Responsible for the Council's processes of budgetary control, including the provision of comprehensive, accurate and timely management information. This will include regular liaison with HoDs and Directors to match financial information with operational activity, to provide a comprehensive understanding of the Council's financial position.

11. Support the Head of Finance, the Executive Management Team and elected members to develop an affordable Capital Programme. This will include ensuring statutory requirements are met in relation to the Local Government Finance Act and the Prudential Code, and providing advice and support in relation to capital financing costs and implications for the Rates setting process.
12. Develop, implement and review financial and corporate policies, which complement the Council's strategic objectives. This will include Treasury Management, Minimum Revenue Provision and Financial Regulations.
13. Develop and manage appropriate financial planning, management information, business plans and budgetary control systems.
14. Provide training and advice on the Council's Financial Regulations and other financial policies and procedures.
15. Be responsible for completion of the Annual Accounts of the Council, and any other body where the Council is the lead partner.
16. Ensure the Annual Accounts are completed within the statutory framework i.e. The Accounting Code of Practice, Accounts Direction, Professional Standards, Audit Guidance, in order to minimise the risk of the Auditors qualifying the Council's Accounts and protect the Council's reputation.
17. Responsible for the development and maintenance of a Fixed Asset Register for the Council and any other information to support the production of the Annual Accounts.
18. Manage the Treasury Management's Risks of the Council. Ensure Council investment and borrowing activities are made within the limits of the Council's policies, and in the context of the statutory guidance, current regulations and advice from the Council's Treasury advisors, in order to minimise the potential loss of funds.
19. In conjunction with other departments, ensure that grant claims are made on a timely basis, and they meet the requirements of the Letter of Offer in relation to the financial information required for audit purposes.
20. Liaise with Heads of Departments and officers to establish a commercial approach to project appraisal, business planning, and value for money.
21. Take overall responsibility, within the Service area, for the effective management and resolution of stakeholder and customer queries and complaints, Freedom of Information and other information requests.

22. Participate in cross-departmental working groups on Council projects to ensure that financial needs are addressed and provide professional advice on financial matters.
23. Be responsible for electronic and paper-based financial records held.
24. Deputise for the Head of Finance, ICT & Procurement as required.
25. Provide financial services and advice to organisations where the Council acts as the lead partner.
26. Represent the Council and liaise and consult with external bodies and organisations as required.
27. Regularly review the services provided by the Finance Department and identify opportunities for improving economy, efficiency and effectiveness.
28. Keep abreast of professional development issues and take responsibility for personal learning and development.
29. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.