

<b>Title</b> <b>Team Manager - Financial Management</b> <b>(Senior Finance Business Partner)</b>	<b>Department</b> <b>Chief Executives</b>	<b>Post Ref.</b> <b>50246146</b>
<b>Job Purpose</b> To manage a team of front line/operational/technical or professional staff to meet the required service standards, in line with the service plan and associated standards within the Financial Management Service.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. Personally, and through team members to deliver the targets set down in the service and team plans.</li> <li>2. To resolve any service delivery issues within available resources.</li> <li>3. To improve the performance of staff under his/her line management by maintaining communication with staff and providing the appropriate support and guidance.</li> <li>4. To improve customer satisfaction levels for his/her service.</li> <li>5. To act as a professional exemplar at all times.</li> <li>6. To deploy and manage assigned budgets and to take corrective action where appropriate in liaison with the Group Manager.</li> <li>7. To build positive relationships with other staff and colleagues.</li> <li>8. To inform the Group Manager of any changes in the operational environment including customer satisfaction issues.</li> <li>9. Ensure that Members and officers are provided with high quality strategic advice and direction on financial strategies, policy, standards and practices.</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. Specified service targets within agreed resources</li> <li>2. Effective supervision of staff to secure high levels of performance</li> <li>3. Effective management and deployment of an identified budget</li> <li>4. Alert the Group Manager of issues that could affect performance</li> <li>5. Lead the development of financial plans across all divisions within an NCC department ensuring they reflect the Council's priorities and strategic objectives.</li> <li>6. Monitor the performance of the departments budgets and propose remedial action as required in order to support effective delivery of services within financial constraints.</li> <li>7. Ensure the provision of timely and accurate information and advice to budget holders to allow effective management of their budgets and assist them in carrying out their financial duties, constructively challenging where appropriate.</li> <li>8. Promote a culture which empowers budget holders and supports the delivery of value for money services, including reporting on benchmark information and key cost drivers.</li> </ol>	

<p>10. Drive the delivery of productivity and efficiency improvement and cost reduction plans across the Council so that the transformation strategy can be achieved.</p> <p>11. To lead on any project or programme as agreed by the Group Manager - Financial Services.</p>	<p>9. Analyse, interpret and communicate financial and performance data, and provide financial advice in the form of board reports.</p> <p>10. Influence decision making where appropriate to achieve departmental standards, targets and strategies.</p> <p>11. Responsible for the completion of financial returns and questionnaires as required.</p> <p>12. Ensure a sound understanding of unit costs, and price / activity variances are interpreted robustly. Ensure appropriate cost drivers for service budgets are in place and that proper arrangements are made for the preparation, monitoring and control of estimates and forecasts.</p> <p>13. Lead in implementing and maintaining effective financial arrangements and promote the review of financial policy, systems and practice to deliver a programme of continual improvement.</p> <p>14. Lead the delivery of accurate financial forecasts and plans ensuring all identified risks are quantified and appropriately recorded. Ensure robust plans for the mitigation of risks identified.</p> <p>15. Interpret the financial impact relating to changes in or new legislative and service initiatives and assess their impact on the department and NCC.</p> <p>16. Support the arrangements in place for financial management of the Capital Programme.</p> <p>17. Ensure the timely preparation of robust business cases from a financial perspective, testing the underlying assumptions and quality assuring the cost, benefits, risks and funding solutions.</p> <p>18. Manage new initiatives and key financial projects as appropriate.</p> <p>19. Ensure the delivery of information to support the annual accounts closure programme as requested and in accordance with the agreed timetable.</p> <p>20. Ensure compliance with financial regulations and professional accounting standards.</p>
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<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

***Person Specification***

***Education and Knowledge***

1. Evidence of continuous professional development.
2. Knowledge and understanding of the main issues affecting the service area.
3. Knowledge & understanding of strategic financial management and financial frameworks in a public sector setting.
4. Knowledge of the principles and practice of:
  - a. effective people management;
  - b. excellent customer service;
  - c. appropriate risk management;
  - d. budget management (where budgetary responsibility is devolved to the team manager)
5. Full CCAB qualification

***Experience***

10. Minimum 5 years' experience within the service area
11. Experience of planning and organising teamwork or co-ordinating complex activities
12. Financial planning and management in a large, complex, customer focussed organisation.
13. Providing strategic financial advice to senior management groups.
14. Developing and managing financial management systems.
15. Identifying and delivering innovative and effective means of financing the delivery of large-scale services.
16. Engaging and working with the most senior management teams.
17. Service transformation within a finance setting.
18. Leading and influencing multi-disciplinary teams at the most senior management level to achieve strategic outcomes

***Personal skills and general competencies***

6. Can demonstrate the abilities to lead the team toward key outcomes, able to provide a positive example by working efficiently, thinking about and taking action to anticipate opportunities and deal with emerging issues.
7. Able to empower staff to develop ideas for increasing efficiency, managing the team to be ambitious but realistic in achieving the highest possible performance levels.
8. Ability to identify issues that could impact on service delivery and develop a number of options to mitigate these issues
9. Able to ensure that staff are deployed as efficiently and effectively as possible, in line with customers' needs, changing priorities, national changes and performance levels.

Tier 5 – Team Manager

### ***Role Dimensions***

1. The Senior Finance Business Partner will report to the Group Manager – Financial Services and will be responsible for a group of circa 8-10 staff consisting of Finance Business Partners, Assistant Finance Business Partners and Accounting Technicians.
2. The post will be the day to day liaison on all financial management related issues for Corporate Directors, Service Directors & Group Managers within service departments.
3. The Financial Management team will be responsible for:
  - Supporting the development of budgets and financial monitoring/month end/quarterly reporting procedures
  - Offering financial advice and commentary, and producing financial reports
  - Ensuring that financial implications of every day to day decisions are understood
  - Developing financial management capacity and capability in departments (e.g. through providing financial training to budget managers)
  - Developing service costing models
  - Carrying out service and investment appraisals
  - Connecting strategic financial information with day-to-day management information
4. The post holder will contribute to budget management within their service area and the overall budget for Finance which is in excess of £4.8 million. Each SFBP will be responsible for supporting revenue budgets and the capital programme for service departments/schools; overall financial responsibility will be between £100m - £500m.
5. The post operates within the financial policies and procedures of the County Council, particularly Finance Standing Orders and Financial Regulations.
6. The post is responsible for operating within the standards of probity and professionalism determined by the CCAB and member organisations.

*Please attach a structure chart*

Date January 2021

Tier 5 – Team Manager