

# RUGBY BOROUGH COUNCIL



## JOB PROFILE

|                    |   |
|--------------------|---|
| <b>Post No.</b>    |   |
| <b>Post Title:</b> | Technical and Finance Manager   |
| <b>Unit/Team:</b>  | Financial Services  |
| <b>Grade:</b>      | Grade J (prior to any review for a market forces supplement or allowance for Deputy Section 151 responsibilities) |
| <b>Service:</b>    | Finance and Performance   |
| <b>Reports to:</b> | Chief Officer Finance and Performance   |
| <b>Issue Date:</b> | December 2021   |

### PURPOSE OF THE JOB

- To manage and lead the Council's Financial Services function, including managing the operation of all activities of Financial Services and leading all members of financial staff in their work and development.
- To act as Deputy Section 151 Officer under the Local Government Act 1972.
- To support the delivery of the Transformation agenda in collaboration with the Transformation lead officer.
- To assist and report to the Chief Officer for Finance & Performance as Chief Financial Officer (Section 151 Officer) in the operation and development of all financial activities of the Council.
- To provide financial advice and information to all Councillors and officers within the Council.
- To contribute towards the democratic and corporate activities of the Council.
- To lead the Council's relationship with external auditors and other external oversight of the finance function.

The post holder will champion excellent management of financial resources, promoting efficiency, high performance, probity and excellent value for money services. The post holder will play a crucial role in the delivery of service transformation, driving efficiency and productivity improvements and also the optimisation of income opportunities, to contribute towards the achievement of financial self-sufficiency.

The post holder will ensure that members and officers are provided with high quality strategic advice and direction on financial strategies, policies, standards and practices, enabling timely and well-informed decisions to be made in the knowledge of the impact of those decisions will have financially on the Council.

## **1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1.1 Manage the Financial Services' contribution to the Council's annual financial cycle in collating information and reporting to Cabinet and Council.
- 1.2 To report to the Chief Officer for Finance & Performance in the operation of financial management and control within the Council including maintaining the Council's Financial Instructions in conjunction with Corporate Assurance & Improvement Team.
- 1.3 Manage the production of all financial strategies including the Medium Term Financial Strategy, Medium Term Financial Plan, Capital Strategy and Treasury Management Strategy.
- 1.4 Contribute towards the implementation of a commercial approach across the Council, recommending and supporting moves into new income generating areas and advising on the most efficient company structures and other related financial matters.
- 1.5 Liaise with the Council's companies and other partnerships to ensure that financial reporting to the Council is appropriate and timely.
- 1.6 Coordinate and ensure completion of the annual closure of the Council's service accounts and manage the production of the Council's Financial Statements and Whole of Government Accounts including providing technical guidance and support to the wider team.
- 1.7 Interpret current and new legislation and ensure that the accounting processes created by these new requirements are implemented.
- 1.8 Coordinate the Financial services contribution to the development of all new modules of the FMS and other financial systems to ensure best use is being made and they are compliant with changes in legislation/regulations.
- 1.9 Manage, guide and support the training and development of all employees within Financial Services.
- 1.10 Work with senior management, officers and Councillors within the Council to ensure the proper conduct of the Council's financial activities.
- 1.11 Liaise with representatives of other local authorities, Government departments, External Audit and other professional bodies on professional issues.
- 1.12 Represent the Chief Officer as required and attend officer working parties and Council meetings to provide financial advice and assistance.
- 1.13 Support the Chief Officer and Transformation lead to develop the Council's transformation programme which will support the delivery of the medium-term financial plan.
- 1.14 Implement a performance management framework and lead on the production of first class financial and performance information and advice to the Council's Leadership Team, Council and democratic bodies, officers, and councillors.

- 1.15 Lead the implementation of a Finance Business Partnering approach.
- 1.16 Deliver the milestones established from the team and divisional service plan.
- 1.17 Take an active role in the Treasury Management function to ensure compliance and managing the strategy of the Council's cash investment and borrowing activities.
- 1.18 Be overall technical lead for the Financial Services team, ensuring technical competence is maintained and the council adheres to the CIPFA code practice.
- 1.19 Champion excellent management of financial resources, promoting efficiency, high performance, probity and excellent value for money services.

## **2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 To represent Financial Services at presentations, induction seminars and any other meetings where financial advice, assistance or guidance is required.
- 2.2 Ensure financial training is prepared and delivered to officers and Councillors to increase financial awareness and assist with budget preparation and monitoring.
- 2.3 Member of Corporate Management Forum; Finance & Performance Management Team; and other appropriate groups/working parties as required.
- 2.4 Finance representative at meetings of Cabinet or Council.
- 2.5 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

## **3. SUPERVISORY RESPONSIBILITIES**

Direct reports:

Lead Accountant – x2

Procurement and Accounts Payable lead officer

## **4. FINANCIAL RESPONSIBILITIES**

- 4.1 Significant responsibilities for Council's overall financial activities as Financial Services Manager & Technical Lead (Deputy Section 151 Officer).
- 4.2 Budgetary responsibility for the services' administration, to authorise purchase orders and certify invoices within limits set by the Chief Officer for Finance & Performance.
- 4.3 Responsibility to authorise payment of unlimited amount including the Council's investment and borrowing transactions and counter sign large value cheques (over £50,000).
- 4.4 Responsibility to authorise grant submissions and claims and other government returns on behalf of the Council.

- 4.5 Accountable for the production of the Council's accounts, annual Financial Statements and for the production of budget monitoring reports to Cabinet, Chief Officer and budget holders.
- 4.6 To ensure adherence to the Council's financial rules and procedures as set out below:

The Council's rules and procedures for all financial activities are set out in the Council's Constitution within Contract Standing Orders (part 3f) and Financial Standing Orders (part 3g). More detailed guidance on specific financial activities is provided in a series of Financial Instructions.

All employees who carry out any financial activities must ensure that they are familiar with, and comply with at all times, the Council's financial rules and procedures.

## **5 RESPONSIBILITY FOR ASSETS AND DATA**

- Responsible for ensuring all systems used within the Financial Services Team including the Financial Management System and Asset Management system are fit for purpose and being maximised to their potential in line with the requirements of the services provided by the Council.
- Responsible for ensuring all sensitive data e.g. supplier data is held securely.
- Responsible for ensuring all financial records are held for the appropriate duration in accordance with the Council's policies and HMRC requirements.

## **6. EXTENT OF PUBLIC CONTACT**

- Works with senior management, officers and Councillors within the Council
- Liaises with professional members of other local authorities, Government departments, External Audit and members of other professional bodies on professional accountancy and financial issues
- Maintains contacts with consultants and suppliers of IT and with representatives of other services
- Responds to enquiries from members of the public and gives financial advice to Councillors when requested

## **7. WORKING CONDITIONS AND ENVIRONMENT**

Office based or agile working. Occasionally required to attend and represent Financial Services at evening Council meetings outside normal working hours or at external meetings usually within normal working hours

## **8. CORPORATE RESPONSIBILITIES**

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

## **9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Postholder

Date

## PERSON SPECIFICATION



**Post:** Technical and Finance Manager

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'. **Your supporting statement should address the criteria highlighted in yellow\*.**

| Criteria  | Essential/<br>Desirable | Method of<br>Assessment |
|---|-------------------------|-------------------------|
| Must be a fully qualified member of one of the five accountancy institutes in CCAB or CIMA, preferably CIPFA  | E                       | A,D                     |
| Must have wide knowledge and at least five years experience in a professional finance environment preferably within the public sector   | E                       | A,I                     |
| Must have experience in supervising staff   | E                       | A,I                     |
| Understands the local government approach to financial management and planning and how this should be developed to provide value for money services                                   | E                       | A,I                     |
| Understands the priorities of the Council and the political structure and environment within Local Government   | E                       | A,I                     |
| Competent in the use of a financial management system to produce budget reporting, annual accounts and financial statements in accordance with the CIPFA Accounting Code of Practice. | E                       | A,I                     |
| Has sound knowledge and experience of local government accounting relating to relevant Accounting Codes of Practice, Statutory requirements and to grant regimes                      | E                       | A,I                     |
| Is aware of current legislation including that relating to Housing Revenue Account and Capital Accounting   | E                       | A,I                     |
| Has an understanding of current government policies and how these impact on local government  | E                       | A,I                     |
| Has a good working knowledge of Microsoft Word and Excel and other PC based software  | E                       | A,I                     |
| Experience in performance management and financial reporting requirements in a local government environment   | E                       | A,I                     |
| Extensive knowledge of Treasury Management in a Local Authority setting   | E                       | A,I                     |
| Able to motivate, support and encourage all members of Financial Services and be experienced in leading finance staff   | E                       | A,I,T                   |
| Able to encourage development and training and give supportive feedback to team members   | E                       | A,I,T                   |
| Has the ability to create a constructive environment to encourage teamwork and good working relations both inside and outside the Service   | E                       | A,I,T                   |

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|---|---|-------|
| Able to manage priorities and monitor resources to achieve results and support the team   | E | A,I,T |
| Committed to achieving the targets and objectives of the work of the Service while reviewing existing activities and encouraging opportunities to introduce new initiatives to promote continuous improvement | E | A,I,T |
| Has excellent communication skills in dealing with senior officers and Councillors  | E | A,I   |
| Able to demonstrate written skills to communicate complex information clearly, correctly and concisely  | E | A,I   |
| Has the ability to develop, review and initiate financial policies affecting the Council as a whole   | E | A,I   |
| Ability to manage the continuing development of the financial management system and any other system used by the service.   | E | A,I   |
| Works with minimal supervision  | E | A,I   |
| Experience of leading the completion and production of the Statement of Accounts  | E | A,I   |
| An ability to innovate and lead in the transformation of service delivery. To include project management of cross-team initiatives.   | E | A,I   |
| Proven commercial acumen and able to learn from best practice to implement new service delivery models and generate income.   | E | A,I   |
| A commitment to work within our CAN DO values   | E | A, I  |
| Presentation and training skills including knowledge of PowerPoint  | D | A,I,T |

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| Application  | A |
| Interview  | I |
| Test (written, presentation, practical – eg word processing) | T |
| References   | R |
| Documentary – eg certificates                                | D |