# Job Description and Person Specification

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| Job title | Finance Manager – Subsidiary Companies |
| Strategic team/Directorate | Financial Services |
| Service | Financial Services |
| Business unit | Finance |
| Responsible to (day to day issues) | Deputy Head of Finance |
| Accountable to (line manager) | Deputy Head of Finance |
| Salary grade (spinal column points only) | Grade M |
| JE ref | FIN047 |

# 1. Key purpose of job

* 1. To support the Deputy Director of Finance in developing and working with Directors to achieve a robust and realistic rolling three-year balanced budget for the Council supported by business plans.
  2. To be responsible for ensuring that financial advice and financial support services are provided to SWISCo and Torbay Education Limited.
  3. To be responsible for ensuring that statutory annual reporting and external audit is completed in a timely and accurate manor for SWISCo and Torbay Education Limited.
  4. To be responsible for monitoring and reporting on the financial performance of all council companies (currently 18 companies owned or part owned by council) including the TDA Group and Careers South West to ensure the council’s interests are protected and risks minimised.
  5. Council companies include: trading: TDA Group, Torvista, TEDC, TEDC developments, Case consultancy, KAH holdings, complete cleaning services, careers south west, SWISCo, TEL and dormant: Oldway mansion management company, English riviera tourism company.
  6. To be responsible to ensure that the tax position of all council companies is monitored.
  7. To be responsible, working with the Finance Manger – Budgets and Technical, for the completion of the Council’s statutory consolidated group accounts.
  8. To ensure the timely accurate and relevant reporting of SWISCo and Torbay Education Limited are fully underpinned by accurate and timely financial transactions and budgets are always up to date.
  9. To support SWISCO and Torbay Education Limited in providing financial advice and support in “managing their business” to achieve both financial and performance targets.
  10. To manage Senior Finance staff ensuring that services are delivered to a high standard, are well co-ordinated and appropriately respond to service demands
  11. To ensure the timely and accurate completion for statutory and other financial data returns
  12. To deputise for the Deputy Head of Finance as required.

# 2. Anticipated outcomes of post

2.1 The Council sets, and monitors, a balanced and robust revenue and capital budget that meets the strategic objectives of the Council as well as the long-term financial viability of the Council.

2.2 The Council and its companies have a rolling three-year budget supported by business plans.

2.3 The post will have a lead role in producing and then delivering the approved business plans.

2.4 the post will act commercially to maximise income from trading activities in the companies.

* 1. All Council services, members and senior managers are supported with timely, accurate and relevant financial advice and information on companies’ performance to ensure that the services can make informed decisions as to service delivery.
  2. That always, the companies revenue budgets are up to date.
  3. That the companies net costs are reduced (by reduced expenditure and/or increased income) or performance improved for same cost.
  4. Where possible financial reporting and processes are automated to maximise resources available support the services in improving their services.
  5. Consolidated council group accounts are produced in with legislation and codes of practice.
  6. The companies overall tax position is forecast and managed.
  7. To deputise for the Deputy Head of Finance as required.

# 3. List key duties and accountabilities of the post

* 1. To deputise for Deputy Head of Finance at meetings with partners, suppliers, subsidiary companies, council meetings, council working parties and the Council’s senior leadership team.
  2. To manage finance staff providing financial support and advice to services.
  3. To work as the company accountant providing a service direct to the management team of the companies
  4. To ensure the companies’ financial systems and financial reporting is “fit for purpose” and meet both service and statutory requirements.
  5. The provision of timely and accurate financial reporting to the Directors of the companies and the senior management teams of the companies.
  6. Production of consolidated council group accounts in line with legislation and codes of practice.
  7. Production of accurate and timely statutory accounts and external audit of the council companies in line with Company Act requirements.
  8. To review the current and forecast financial position of all council companies to make recommendations and implement actions to optimise the tax position throughout the group of companies.
  9. To interpret, make recommendations and help implement the charging and new costs associated with the forthcoming Extended Producer Responsibility legislation.
  10. To ensure that the companies remain a financial “going concern”.
  11. Providing technical financial advice on investment decisions in the companies – e.g purchase of £3m of refuse vehicles – viable business case, procurement options, lease accounting (IFRS16), loan arrangements, cash flow, asset life etc).

# 4. Budgetary/Financial Responsibilities of the post

4.1 To monitor and report on the Companies’ overall financial position in relation to its turnover and costs – approx. £25m per annum

4.2 to provide a full financial service to SWISCo and TEL including management and financial accounting.

4.3 To ensure the councils companies overall tax position is effectively managed.

# 5. Supervision/Line Management Responsibilities of the post

* 1. Management of Principal Accountants dealing with a range of financial support

5.2 Management of Senior Finance Officers and Senior Finance Assistants.

# 6. Working environment and conditions of the post

6.1 Normal working environment

# 7. Physical demands of the post

7.1 Normal physical demand

# 8. Specific resources used by the post

8.1 Normal resources

# 9. Key contacts and relationships

**External**

Auditors – Grant Thornton, Devon Audit Partnership, Bishop Fleming

Government departments and their officials: DLUCH, Department for Education, Education Funding Agency.

Members of the Public

Schools and Academies

Council Subsidiary and Associate Companies – Board members and company senior management teams.

HMRC

**Internal**

Members

All Directors

All Divisional Directors

All Service Managers and their teams

Director of Finance and Finance staff

# 10. Other duties

To undertake additional duties as required, commensurate with the level of the job.

# Other Information

* All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
* The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
* The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
* The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role.
* The post is eligible for hybrid working.
* The post-holder must be committed to the Council’s Core Values for employees – “Torbay Council employees are committed to being forward thinking, people orientated and adaptable - always with integrity”. Evidence will be sought during the probation and appraisal processes.
* If you are required to use your own vehicle on Council business or drive a council vehicle you will be asked to provide information on any driving endorsements by accessing [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and providing a code to your Line Manager in order to share your driving licence information with the Council.
* You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose ‘unspent’ convictions.
* Torbay Council is committed to safeguarding and promoting the welfare of children and
* The post holder is expected to work in a way that ensures vulnerable children and adults are safeguarded and report any safeguarding concerns in accordance with established policies and procedures.

# Person Specification

## Note for Candidate

### All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

### Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

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| Business unit | Finance |

## Skills and effectiveness

1. Excellent interpersonal skills to ensure effective relationships can be built with Members and senior officers
2. The ability to communicate effectively with Members and senior officers and ability to articulate complex financial issues both orally and in writing
3. Ability to establish and help deliver business plans and financial targets,
4. Ability to manage and motivate staff to ensure key objective and targets are met
5. High level of written and numerical skills
6. Ability to provide advice and recommendations taking into account political sensitivities
7. Ability to find creative solutions to ensure that the Council meets its priorities and statutory requirements.
8. Ability to work to tight deadlines and meet conflicting demands
9. Effective presentation skills in front of Members and officers
10. Ability to co-ordinate a wide range of conflicting service priorities and deliver high quality services.
11. As this post meets the requirements of the Immigration Act 2016 (part 7), the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post

## Knowledge

### Essential knowledge

1. Detailed working and up to date knowledge of current legislation relating to Local Authority Accounting, including IFRS and CIPFA Codes of Practice.
2. Knowledge of commercial pricing and costing for traded activities
3. Knowledge of group accounting including consolidation and intercompany trading
4. Detailed working and up to date knowledge of current legislation relating to Company Act reporting
5. Working knowledge of schools financing.
6. Working knowledge of windows-based software and finance systems.
7. Excellent report writing and presentation skills via use of powerpoint.

### Desirable knowledge

1. Up to date knowledge of current legislation relating to Local Authority Accounting, including IFRS and CIPFA Codes of Practice.

## Experience and achievements

### Essential experience and achievements

1. Experience of annual closure of accounts

2. Experience of annual budget process

1. Experience of making financial decisions which may commit the Council or Company to a particular direction.
2. Experience of working in a commercial environment
3. Knowledge of commercial pricing and costing for traded activities
4. Knowledge of group accounting including consolidation and intercompany trading
5. Experience of managing complex financial projects
6. Experience of managing staff in a financial environment.
7. Experience of working with senior staff
8. Ability to write reports and present to Members or Boards.

Experience of working in partnership with external agencies.

## Qualifications/professional memberships

### Essential qualifications/professional memberships

1. Fully qualified AAT accountant
2. Educated to degree level standard (including HND, professional/enhanced skill qualification) or equivalent or demonstrable work-related experience in appropriate areas.

### Desirable qualifications/professional memberships

1. Fully qualified CCAB accountant and member of one of the major accounting body

## Essential – Other requirements of the job role

1. Demonstrates a commitment to safeguard and promote the welfare of children and young people

2. Ability to travel efficiently around the Bay/South West/UK in order to carry out duties

3. Ability to accommodate unsociable hours

4 Ability to accommodate occasional home-working