Job Description

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| **Job Title:** | **Service Manager – Technical and Budgeting** |
| **Strategic Team:** | **Joint Operations Team** |
| **Business Unit:**  **Service:** | **Corporate and Business Services**  **Finance** |
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| **Responsible To:** | **Head of Finance** |
| **Accountable To:** | **Head of Finance** |
| **Salary Grade: *(Spinal column points only)***  ***JE Ref:*** | 54-57  JOT40 (HAY55) |

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| 1. **Key Purpose of Job**    1. To be responsible for overseeing technical and budgetary accountancy across the organisation, ensuring that financial advice and support services are provided to a diverse range of council services.    2. To be the Council’s lead expert in technical finance issues such as statutory reporting, IFRS, VAT, treasury management, capital accounting, collection fund and Council funding such as the NNDR retention scheme and funding formula.    3. To provide strategic recommendations to Members, Directors and the Senior Leadership Team on a range of financial decisions.    4. To manage a team of Principal Accountants and Senior Finance staff across ensuring that services are delivered to a high standard, are well co-ordinated and appropriately respond to service demands.    5. To deputise for the Head of Finance as required. |

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| 1. **Anticipated Outcomes of Post**    1. The Council sets, and monitors, a 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. Council services, members and senior managers are supported with accurate financial advice to ensure that they make informed decisions as to service delivery.    3. The Council complies with legislation, appropriate codes of practice, Central Government requirements and financial best practice.    4. Council complies with all its statutory reporting requirements such as statement of accounts, reporting to central government departments, HMRC re VAT and treasury management. |

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| 1. **List Key Duties and accountabilities of the post**     1. Closure of the statutory annual accounts in accordance with the statutory deadlines.    2. To support the Head of Finance in providing high level strategic financial analysis and support to Members, Directors and SLT.    3. To monitor and report on the Council’s overall financial position in relation to Revenue and Capital budgets – gross expenditure and income of £300m    4. To produce accurate timely and understandable financial reports and information for Senior Management, Central Government, Members and the Public.    5. To manage the Councils borrowing and investments (currently debt of £138m and investments of £75m) to maximise returns to council whilst maintaining appropriate security and liquidity.    6. Ensuring compliance with the council’s financial regulations and Constitution, making recommendations to client departments ensuring compliance.    7. Ensuring compliance with statutory returns and deadlines.    8. Provision of support and advice to external customers.    9. To manage all finance staff involved with the technical finance function and finance staff providing financial support and advice to services.    10. To manage the Council’s counter-fraud function and proactively prevent fraud and error.    11. To be the principal contact for the Council’s external auditor.    12. To be responsible for the co-ordination of the Council’s annual budget cycle and budget setting for both Revenue and Capital Budgets, including Council tax setting.    13. To maintain and update the Council’s medium term financial plan.    14. To ensure effective arrangements for the Council’s Treasury Management function.    15. To ensure effective arrangements for VAT compliance.    16. To manage the financial reporting and forecasting associated with the Council’s collection fund.    17. To manage the financial reporting and forecasting associated with the Council’s balance sheet including non-current assets and pension liabilities.    18. To manage finance staff providing financial support services to schools under a traded service. |

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| 1. **Give examples of the typical types of problems and decisions the post will be required to make**    1. Compliance, interpretation of and implementation of changes to legislation and codes of practice and the resultant re-writing of accounting policies and processes (projects could take 3-5 years to transform new ways of working.)    2. To account correctly for the Council’s share of the £195m 25 year contract on energy from waste plant in Plymouth, interpreting complex legislation and providing clear advice that ensures compliance.    3. Support services and the Head of Finance in identifying expenditure reductions and income opportunities to deliver a robust budget and ensure the council is financially viable.    4. To provide innovative solutions to stakeholders that will support budgetary decision making.    5. To make decisions regarding the Council’s borrowing and investment portfolios (currently £138 and £75m respectively) to ensure low risk and high yield.    6. Provide robust medium term financial forecasting of expenditure and income as reflected in MTRP. |

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| 1. **Budgetary / Financial Responsibilities of the post**    1. To monitor and report on the Council’s overall financial position in relation to Revenue and Capital budgets – gross expenditure and income of £300m    2. To manage day to day borrowing and investments decisions in relation the Council’s borrowing and investment portfolios. |

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| 1. **Supervision / Line Management Responsibilities of the post ( Please show / provide organisation structure as an appendices, showing official reporting lines**    1. Management of Principal Accountants dealing with a range of financial support    2. Management of Senior Finance Officers and Senior Finance Assistants. |

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| 1. **Working Environment & Conditions of the post**    1. Normal working environment |

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| 1. **Physical Demands of the post**    1. Normal physical demands |

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| 1. **Specific Resources used by the post**     1. Normal resources |

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| 1. **Key Contacts and Relationships**   **10.1 External**  Auditors – Grant Thornton, Devon Audit Partnership  Health Colleagues i.e. ICO, CCG  Government departments and their officials: DCLG, Department for Education, Education Funding Agency.  Members of the Public  HMRC  Borrowing and Investment Counterparties.  Schools and Academies  Police  Council Subsidiary and Associate Companies (e.g. TDA etc)  Other Public Bodies.  Treasury Advisors  Bank manager  Fund Manager  **10.2 Internal**  Members  Directors  Assistant Directors  Executive Heads  Service Managers and their teams  Head of Finance and Finance staff |
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| 1. **Other Duties**   To undertake additional duties as required, commensurate with the level of the job. |

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| Other InformationAll staff must commit to Equal Opportunities and Anti-Discriminatory Practice.  1. 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. 2. The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures. 3. The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role. 4. This post is based at [insert a location] but the post holder may be required to move their base to any other location within the Council at a future date.   As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Criminal Records Bureau before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post. |

**Person Specification**

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| **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 disabilityReasonable 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. |

**Person Specification**

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| **Job Title:** | **Service Manager – Technical and Budgeting** | **Business Unit:** | **Corporate and Business Services** | **Team/**  **Service:** | **Financial Services** |

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| **Essential Skills and Effectiveness:** | **Desirable 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 manage and motivate staff to ensure key objective and targets are met 4. High level of written and numerical skills 5. Ability to provide advice and recommendations taking into account political sensitivities 6. Ability to find creative solutions to ensure that the Council meets its priorities and statutory requirements. 7. Ability to work to tight deadlines and meet conflicting demands 8. Effective presentation skills in front of Members and officers 9. Ability to co-oordinate a wide range of conflicting service priorities and deliver high quality services. |  |

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| **Essential Knowledge:** | **Desirable 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. Working knowledge of schools financing. 3. Working knowledge of windows based software and finance systems. 4. Excellent report writing and presentation skills via use of powerpoint. 5. Detailed knowledge of Capital accounting and Financing 6. Detailed knowledge of Treasury Management Code of Practice, including Prudential Code. 7. Detailed knowledge of council funding including collection fund, NNDR retention schemes and national funding formula and allocations | 1. Treasury Management Code of Practice |

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| **Essential Experience/Achievements:** | **Desirable Experience/Achievements:** |
| 1. Experience of annual closure of accounts 2. Experience of annual budget process, including Council Tax setting 3. Experience of making financial decisions which may commit the Council to a particular direction. 4. Experience of managing complex financial projects 5. Experience of managing staff in a financial environment. 6. Experience of working with senior staff 7. Ability to write reports and present to Members at Committee and to SLT 8. Experience of working in partnership with external agencies |  |

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| **Essential Qualifications/Professional Memberships:** | **Desirable Qualifications/Professional Memberships:** |
| 17.Fully qualified CCAB accountant and member of one of the major accounting bodies | 1. Educated to degree level or equivalent. |

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| Essential – Other requirements of the job role  * Demonstrates a commitment to safeguard and promote the welfare of children and young people * Ability to travel efficiently around the Bay/South West/UK in order to carry out duties * Ability to accommodate unsociable hours * Ability to accommodate occasional home-working |