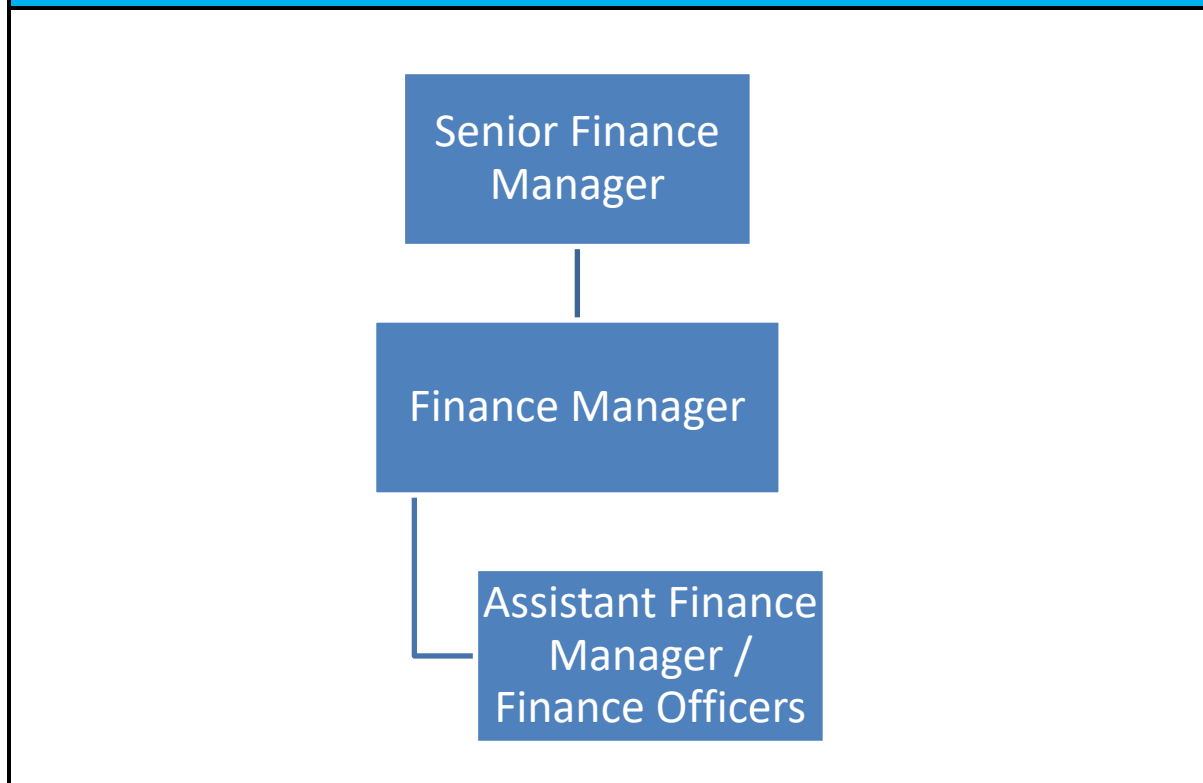


JOB DESCRIPTION

Job Title	Finance Manager
Department	Finance and Resources
Section or Service	Children's Services
Grade	I

DESIGNATION:

Responsible to:	Senior Finance Manager
Employees directly supervised (if applicable):	Assistant Finance Manager, Finance Officers, Graduate Trainees
Family Tree	



JOB PURPOSE:

- To lead and manage the delivery of change, innovation, efficiencies and continuous improvement. Help prepare and evaluate robust business cases supported by rigorous and robust financial modelling and commercial analysis, providing technical advice and interpretation on the outcome.
- To lead, co-ordinate and control the day to day aspects of an integrated finance and accounting service
- To lead and manage the formulation and implementation of financial strategy and policy within the above Division.
- To lead and manage a high quality financial support and advisory service provided to all officers and partner organisations.
- To be a member of the Finance Management Team, participating in the operational management process and supporting the development of new initiatives and strategic projects. To assist and deputize for other members of that team as and when required.
- The role will be responsible for the day-to-day management and continuous improvement, development, and professionalism of finance staff within their line management.
 - As a Finance Manager you are required to manage and mobilise resources proactively to contribute towards the achievement of "Best in Class"; to contribute to a high performance and continuous improvement culture delivering leading edge financial and commercial management underpinned by robust analysis; and to promote and embed best practice methods and standards.
 - Lead by example in modelling and embedding the council's values and behaviours, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council's objectives and priorities to help build a sustainable highly effective organisation and develop our reputation as a successful council delivering great value for its residents.

DESCRIPTION OF DUTIES:

Main Duties and Responsibilities

- To contribute to the Council's strategic financial planning and Medium Term Financial Strategy process by undertaking financial analysis, financial modelling, business analysis, options appraisals, unit cost development and analysis, external risk assessment and performance benchmarking.
- Provide strategic financial support and challenge to delivery teams, support areas and to service managers to ensure robust financial management of their business areas and seek resolution of areas of financial concern and ensure expenditure and income is contained within budget.

- To lead and manage financial advice and information as required to Government Departments, external auditors and external bodies, partnerships, councillors, and officers within the Council, and to ensure the completion of responses to Councillor, MP, Freedom of Information requests and other letters about financial matters.
- To provide financial analysis to help Members and senior managers determine their financial and business strategy, and to develop and enhance their business performance
- To proactively develop options appraisals, business cases and financial implications and modelling as part of departmental and corporate initiatives and projects, attend meetings as appropriate and provide reports to service managers and finance colleagues when required.
- Work with Members and senior managers in the service and across the councils to ensure robust financial management, identifying and seeking resolution to areas of financial concern and ensuring that expenditure and income are contained within the Budget.
- Work with Budget Managers to confirm monthly and annual forecasts and track savings delivery. Costing potential pressures and savings, actively participate in regular meetings with business area to challenge and scrutinise monitoring figures, undertake service analysis to support the year-end position and the Accounts.
- Identify, manage, and report on financial risks, modelling the impact, and developing mitigating financial actions.
- To lead and manage cross-authority working, applying benchmarking, commercial and financial management skills to help inform strong business cases and value for money projects including service improvement plans.
- To lead and manage key financial processes for allocated areas, in accordance with agreed processes and timescales.
- To lead and manage complex financial returns, statutory returns, grants and other reimbursement claims as required, including supporting documentation to meet audit requirements.
- To accurately complete all month end processes, in accordance with agreed timescales to allow the financial ledger to be updated.
- To provide a high standard of customer service, to both internal and external customers, and to report instances of non-compliance, errors, omissions, or inadequacies in procedures to managers.
- To comply with information rights legislation and the Council's data quality standards by applying information management related policies.
- To promote value for money, financial awareness, budget control and the best use of the Children's Service resources, supporting high performance and delivery of the strategic goals of the two councils.
- To contribute to the delivery of Kensington & Chelsea, and Westminster Council's vision, corporate and service plan objectives through the provision of financial advice to decision makers, and innovative recommendations for ongoing improvement in financial management.

- To represent the organisation's interest with key stakeholders to ensure that the Council's interests and resources are optimised.
- To offer innovative and creative solutions to deliver the strategies and priorities of Children's Service.
- Provide professional management to staff, strengthening skills and competence and fostering a strong culture of standards, performance, and accountability. Help changes to be embedded in a sustainable way throughout the organisation. Provide leadership to your team in a way that encourages our staff to recognise their contribution to the strategic objectives the councils.
- To provide leadership, motivation, and management to a team of staff, ensuring the provision of quality Resources in response to the developing requirements of the Children's Service.
- To ensure the finance teams work effectively with service managers, other services, taking a lead role in specific projects requiring collaboration when appropriate;
- To pursue, promote and implement the Council's Equal Opportunities Policy
- To carry out any further finance-related duties, as directed by Children's Service's management

Specific Duties & Responsibilities

Education & Schools

- To attend and compile reports for Schools' Forums
- To develop and maintain good relationships with Schools.
- To identify further opportunities to enhance the Local Authority's offer to Schools.
- To ensure that the Local Authority works with Schools to set budgets, allocate DSG and ensure accurate and timely payments to Schools.
- To lead and manage the accuracy and compliance of consolidated Schools' accounts and returns to the DfE
- Manage support to the closure of accounts for the relevant team; ensure that the income and expenditure account is accurate, all balance sheet items are reconciled and all holding accounts are cleared on a regular and timely basis; undertake full monthly and quarterly closedowns of your areas including balance sheet items per the prepared timetable
- Contribute to the strategic direction of the service and ensure it is aligned with corporate objectives and priorities, anticipate issues and problems and find practical solutions which will enable the service to deliver their strategic objectives; be responsible for the service improvement plan, including regular evaluation of the progress and taking appropriate actions, measuring performance against the relevant KPIs and local service standards, working closely with service and budget managers
- Manage work to develop and review procedures and reference manuals to support consistent service delivery and compliance with existing and anticipated legislation, regulations and codes of practice.

• What do we expect this role to achieve?	Principal Accountabilities: Strategy implementation Help implement the council's strategy on continuous service improvement to ensure delivery of its priorities and value to residents. Provide clear information to support the future development of the service to enable the council to meet its future challenges with a culture of continuous improvement. Corporate working Contribute to the council's strategic objectives by working actively with colleagues to build a strong and shared approach to service delivery including to service improvement plans and utilising best practice commercial and financial management skills to deliver strong business cases and value for money. Help changes to be embedded in a sustainable way throughout the organisation. Provide leadership to your team in a way that encourages our staff to recognise their contribution to the strategic objectives the council has set. Service leadership and management Actively contribute to the integrated delivery, improvement, management and performance of the service, commissioning and managing activity within the council and externally as required and helping to ensure overall objectives are translated into effective plans and that the service is efficient and locally responsive. Provide professional management to staff, strengthening skills and competence and fostering a strong culture of standards, performance and accountability. Resources / Financial management Be proactive in helping achieve tight budgetary control and prioritise use of resources and assets to support the delivery of the council's Better City for All vision and help ensure that the council receives value for money from its expenditure. Contribute to the development of outcome based commissioning models to better achieve strong price competition and transfer of risks through contracts with third parties. Identify and help to develop commercial opportunities. Partners and stakeholders Liaise, communicate and influence within the council, across partners, agencies and with the wider local and central government community to champion the council's approach to improving services. Help bring together local services and decisions across agencies to reduce demand and help communities more independently support themselves. Business change Help develop and contribute to the implementation and review of change management programmes to deliver continual improvement. Assist the Westminster Finance Management Team and service managers to engender a strong and shared approach to delivering services and provide better support including commercial and financial information to help staff deliver savings. Values and behaviours Role model positive behaviours, empowering, engaging and encouraging your teams to live and demonstrate the council values, to facilitate achievement of the corporate vision. Compliance
--	---

	Ensure that all activities within the service comply with the council's constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk. Equality and diversity Uphold and promote the aims of the council's equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to planning service delivery.
--	--

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Finance Manager
-------------------	-----------------

Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications Essential: CCAB qualified accountant (CIMA/CIPFA/ACCA/ACA) with significant experience managing large and complex budgets within a local government environment
C	Skills; Experience and Attitude Essential: Experience of working in finance within local government, or in a similar complex public or private sector organisation

	• An understanding of local authority accounting in particular, including key documents such as the SORP, SeRCOP & IFRS, and evidence of having applied this knowledge successfully within the work place. • Experience of working successfully as part of a professional team to deliver strong financial management and implement change • Evidence of successfully managing key financial processes (budgeting, monitoring, forecasting, closing of accounts, completion of grants and statistical returns) for allocated areas. • An understanding of core financial systems issues • Evidence of successfully undertaking financial analysis to support strategic planning and other decision-making, with an awareness and understanding of service delivery as well as financial implications. • An understanding of key financial accounting and financial management principles, and an ability to apply them to everyday functions • An ability to communicate technical issues in a straightforward manner • Able to demonstrate personal and professional credibility, and strong inter-personal skills • Able to manage complex and competing workloads effectively • Demonstrable ability to use excel to an advanced level in order to develop financial models, options appraisals or data analysis. • Ability to effectively work with heads of service and budget holders to enable them to manage their budgets and make informed financial decisions. • Ability to work in a demanding and fast paced environment that maintains high expectations and quality outputs. • Ability to take responsibility for a service area and work autonomously to provide high quality and reliable information to both service and the wider finance team, and be proactive in working with services. • Some experience of supporting a significant organisational function or service in a large multi-disciplined organisation with comparable scope, budgets and resources. • Some experience of successfully contributing to managing, setting and monitoring budgets for services including development of integrated costings systems and methodologies and working with budget holders to re-balance overspends. Some experience in commercial and financial management in a multi-disciplinary environment, financial modelling, contributing to research and analysis, preparing reports that are clear and accessible to various audiences, looking for opportunities to demonstrate best practice. • Knowledge of the issues facing local government and those relevant to service/functional responsibilities, together with the legal, financial and political context of public sector management and the statutory responsibilities of this post. • Ability to deploy relevant business and commercial knowledge and techniques including project, programme and change management techniques, research methodologies, KPIs, standards • Wide understanding of strategic financial planning and techniques and their application in a budget setting scenario. • Ability to lead, motivate, enthuse inform and develop people, both within the team and those in other departments • Effective presentation, communication and interpersonal skills. • Effective and demonstrable commercial and financial skills.
--	---

	Our Values & Behaviours
--	------------------------------------

D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued

G

WORKING TOGETHER

- We work together and in partnership with everyone that has an impact on the lives of our residents.
- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.