**JOB**

**OUTLINE**

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| **Directorate:** Resources | **Section:** Accountancy Services |
| **Post No:** REFI01006 | **Designation:** Finance Manager  | **Grade:** 15, SCP 42 – 43 |

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| **Purpose of the Job:*** Responsible for providing financial advice and support to the Director of Resources (Section 151 officer), the Assistant Director (Head of Financial Services) (Deputy Section 151 officer), Senior Management and Budget Holders in the development and delivery of an effective, high quality finance service for the authority.
* To provide strategic and financial advice and support to Members and Management.
* To demonstrate a professional and positive manner at all times and champion the success of the finance service and the wider authority.
* To manage a team of staff
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| **Main duties/Responsibilities:** * Deputise for Assistant Director (Head of Financial Services) in his/her absence as and when required.
* Direct management of an Accountancy Team Section including, supervision and workload management, training and ongoing development of staff.
* Provide specialist financial advice and support and undertake financial evaluation of a wide range of projects across the Council to include project costing, financial appraisal of options, development of creative solutions, and sensitivity analysis in respect of both Capital & Revenue expenditure of the Council.
* To co-ordinate the Revenue & Capital budget setting process and to advise on and prepare the Medium-Term Financial Strategy and the Achieving Preston’s Priorities Budget Report in conjunction with the Assistant Director (Head of Financial Services)
* To co-ordinate the Revenue & Capital Outturn process and produce the Achieving Preston’s Priorities Outturn Report in conjunction with the Assistant Director (Head of Financial Services)
* Preparation and provide advice on Directorate Budgets, and provide timely monitoring and forecasting advice and information to support Council decision making throughout the year
* Provide monthly budget monitoring information to Chief Officers and Budget Holders in accordance with strict deadlines
* Provide quarterly financial monitoring reports for Executive Member and provide advice and support to Section 151 Officer and Deputy on the reports
* To liaise with council departments to ensure that grant claims and financial returns are completed in line with deadlines to prevent any loss of income to the Council
* Production of the annual Capital Strategy
* Advise Directorates/Services/Committees on Budget/Business Strategies/Initiatives.
* Represent and advise (on an ad hoc basis) on working parties/or projects in respect of service co-ordination, service development, legislative changes and new initiatives i.e. commercialisation agenda.
* Advise and support to ensure Directorates accounts are closed down in accordance with the year-end timetable, accounting standards have been complied with and adequate supporting working papers are produced
* To maintain and develop professional awareness on new legislation, statutory guidance and policy developments in Local Government in order to advise CMT and Members
* To work collaboratively with internal colleagues as the council’s finance lead on major corporate projects as well as complex and/or sensitive contracts and reports.
* Ensure the effectiveness of the Project Accounting function and work with senior project officers from other disciplines to ensure an effective and co-ordinated approach to project management.
* Ensure all external reporting, grant claim and government returns are completed as required and all funder requirements and conditions are met in relation to externally and grant funded schemes.
* To advise on and develop, implement and continuously review systems and procedures
* Provide and deliver training programmes to improve the financial awareness and budget management training of managers to ensure that non-finance colleagues are equipped to deliver their budget, income and cost control responsibilities and embedding sound financial management within the Authority
* Advise and support service managers to provide appropriate financial input in a timely manner to all plans, initiatives and projects
* Contribute to the preparation of the annual statement of accounts with full supporting notes and ensuring working papers meet external audit
* To liaise with the external auditors where required
* To provide technical accountancy advice on all aspects of the authority’s activities, including providing financial implications for all Committee and Exec Member reports
* Attending meetings on behalf and representing the Section 151 Officer (or Deputy) to Senior Management CMT/DMT and Members as required and to provide the relevant advice e.g., strategy & business planning.
* Complex and technical specific duties covering specialist areas including:-
	+ Management Accounting – including budget setting and monitoring and the legislative environment in which this operates
	+ Balance Sheet Management – detailed knowledge of asset, liability and capital management along with risk management to promote effective stewardship of public money and value for money in use of resources
	+ Treasury and Cash Flow Management – cover for investments, borrowing and daily cashflow management as and when required
	+ Trust Fund and Charity Accounts – which requires knowledge of charity accounting and reporting regulations in a local government context
	+ Capital Accounting and Financing – including the technical knowledge of prudential code legislative requirements in complying with Government Acts.
	+ Project Management – To act as the financial lead on both internal and external projects
	+ Externally and Grant Funded Schemes and Regimes – which requires an in-depth knowledge of funder requirements to ensure these are met and funding is not put at risk.
* Other duties as allocated commensurate with post’s position in hierarchy of the Department.

**NB: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote race equality and all employees must be aware of that duty and work to the Council’s equality standards.** |
| In addition, other duties at the same level of responsibility may be allocated at any time.Date Produced: May 2024 |