Role Profile

Job Title:	**Assistant Finance Manager**
Location:	**Colindale**
Department:	**Finance**
Directorate:	**Resources**
Grade:	**J**
Type of Working:	**Hybrid Working**
Reports to:	**Finance Manager**

1. Purpose of Job:

As part of a strong and supportive team, the Assistant Finance Manager will contribute to the provision of financial expertise and high quality financial services to senior stakeholders, and provide exceptional support to Finance Managers. This role will proactively contribute to the achievement of the finance service's vision, and contribute towards an innovative, high performance and continuous improvement culture.

This role will lead by example, modelling and embedding the council's values and behaviours through working collaboratively with peers, service colleagues, partners and stakeholders. An assistant finance manager is expected to make a contribution towards building a sustainable, highly effective service that delivers exceptional value for its residents through leadership on financial stewardship, insight and innovation.

2. Key accountabilities:

Strategic Awareness

- Inform a strategic vision of the service that enables the council to meet its future challenges, fostering a culture of innovation and continuous improvement.
- Contribute towards the development and implementation of the Council's financial strategy
- Work closely with all stakeholders to ensure best use of limited financial resources, providing support where needed.
- Identify financial risks and opportunities as and when they arise, inform finance managers and assistant finance managers and collectively consider options to mitigate risks or exploit opportunities.
- Continually review, update and report on financial risks and opportunities, advising how the risks can be mitigated and the opportunities exploited.

- Proactively identify trends and changes in the operating environment (e.g. legislation, technology, policy, etc.) that could financially impact service delivery; provide advice and collaborate on potential solutions.

Financial Management

- Draw on knowledge of Council services and the related financial complexities, to support the provision of systems and procedures that enable effective budgetary control; ensure that variations and emerging financial pressures are drawn to the attention of budget managers, and support the development of options and plans for their resolution with the finance manager.
- Support finance managers in advising on funding, financial management and accounting requirements.
- Promote a culture which empowers budget holders and supports the delivery of value for money services and knowledge of key cost drivers.
- Support the development of outcome based commissioning models to better ensure strong price competition and transfer of risks through contracts with third parties.
- Prepare and present informative, high quality reports to stakeholders that aid in informed service and corporate decision making.
- Support finance managers to advise on investment and funding strategies including investment risk and performance.
- Ensure members of the team, directors and budget holders receive the financial management training required to be effective in their roles, including awareness of Financial Regulations and financial approval requirements prior to taking decisions.

Financial Planning and Budgeting

- Support the development of a longer-term council-wide financial position and appropriate financial strategies with the finance manager.
- Provide support for the medium term financial planning process.
- Develop appropriate financial models and analytics to determine financial impact of future service demands, changes in legislation and other factors affecting resource requirements.
- Support the attainment of alternative sources of funding that contribute towards identified funding gaps.

Customer Focus

- Act as a junior financial advisor and service delivery partner, providing strategic support and constructive challenge through emerging negotiation and influencing skills.
- Contribute to the delivery of a high performing, customer focused finance service that is proactive and creative, looking for ways to shape and influence service decisions and taking joint responsibility for the outcomes achieved.
- Engage, communicate and influence within the council, across partners and with the wider local and central government community towards a unified public service approach.
- Together with the finance manager, foster the development of social value and community-based organisations to reduce demand and help communities more independently support themselves.

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.

- Provide support to finance managers on the interpretation and implementation of legislative and regulatory requirements relating to the CIPFA codes of practice, Treasury Guidance, and relevant financial legislation.
- Make a contribution towards the closure of accounts, support the external audit opinion and deliver appropriate financial returns.
- Support an effective system of financial controls across the organisation with adequate review and coverage within the annual internal audit plan.

3. Leadership and Management:

- Lead and effectively motivate staff by providing coaching, mentoring, training, professional development opportunities, and appropriate performance management.
- Develop credible and responsive trainees and finance officers who are respected for their knowledge base, expertise and customer focus
- Enable and encourage a flexible working environment.

4. Change and Improvement:

- Assist in the development, implementation and review of change management programmes to deliver continuous improvement.
- Proactively seek and identify commercial opportunities that generate income and provide innovative solutions to service delivery challenges.
- Proactively seek and contribute towards implementing internal process improvements.
- Support opportunities for council-wide transformation and alternative service delivery models.
- Contribute to the creation of a digital culture within the service by embracing technology in every-day activities and actively seeking digital improvement opportunities in support of a service-wide digital strategy.

5. Staff Responsibilities:

- Manage 1 to 3 Finance Officers or Trainees.

6. Financial Responsibilities:

- Indirect responsibility for managing the Council's gross expenditure of approximately £982m shared with all members of the service.

7. Health and Safety Responsibilities:

- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk.

8. Other Responsibilities:

- None.

9. Promotion of Corporate Values:

- To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

10. Flexibility:

- Work with a degree of flexibility required to perform work not specifically referred to above although falling within the scope of the post at the appropriate grade.

11. The Council's Commitment to Equality:

- Deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the work place and in the services the council delivers.

PERSON SPECIFICATION

Essential Qualifications required

Type	Level required
Professional qualifications/memberships	• Actively studying towards obtaining either CCAB, (preferably CIPFA), CIMA, CFA, or ACT – Desirable
Education	• Educated to degree level or equivalent experience – Essential

Technical / Knowledge Requirements

Type	Level required
Experience & Knowledge	• Knowledge of the major issues facing local government, understanding of the national policy context, requirements and future direction for relevant service areas • Experience in persuading stakeholders to work together, encouraging an organisational focus on the needs of the community • Strong interpersonal, communication and presentation skills, with proven ability to communicate effectively to a wide range of audiences both horizontally and vertically, financial and nonfinancial • Provides data for report in a clear, understandable and appropriate format for use • Able to manipulate complex data to demonstrate trends and correlations. • Can extract and manipulate complex financial information to demonstrate trends / correlations • Successfully delivering projects, a knowledge of project management • Experience of working effectively in an area with competing demands and tight time-scales.
Skills & Abilities	• Ability to think critically, apply innovative and creative thinking to address complex service challenges • • Committed to corporate and collegiate working across the service Well-developed IT skills (MS Office suite, financial systems, data visualisation tools (e.g., Power BI, Tableau) • Resilience, not easily deterred in the face of challenges • Demonstrate the ability to communicate, both written and oral, financial issues to both financial and non-financial managers, senior officers and external organisations

	• Able to inspire and motivate employees and generate a positive working environment • Demonstrate the ability to communicate, both written and oral, complex financial issues to both financial and non-financial managers, senior officers and external organisations

Behavioural Competencies

Competency	Key to role
Communicating and influencing	• Ability to clearly communicate with and influence staff members and external stakeholders • Ability to develop effective relationships with internal and external partners • Strong interpersonal skills and able to challenge, support, influence and engage stakeholders. • Delivers professional and persuasive presentations to internal and external stakeholders
Respecting others	• Champions a culture that values equality and diversity, and ensures these are built into the delivery of services.
Striving for excellence	• Demonstrates a high level of personal drive and energy that sets an example to others • Fosters a dynamic, achievement orientated culture
Setting direction	• Lead the organisation in regard to all financial matters • Actively participates in a culture of continuous improvement and responsiveness to change • Promotes a vision for the future that inspires others • Ensures there is a culture of continuous improvement and responsiveness to change
Managing performance	• Managerial experience with a track record of high performing teams
Developing talent	• Strives towards continuous personal and professional development • Promotes a culture that values continuous personal and professional development
Team working	• Works collaboratively with peers and stakeholders • Creates a positive team spirit where team members work together to achieve shared goals • Constructively uses conflict as an opportunity to generate innovative solutions

Cross Barnet working	• Identifies opportunities for co-operation and interdependency across groups and delivery • units A solid understanding of the relevant legal, commercial, political, operational and social community aspects of a similar diverse and complex environment
Partnership working	• Practical evidence of developing and maintaining good working relationships with customers/stakeholders, developing a positive personal profile and building partnerships
Customer service	• Delivers service objectives with professional excellence, expertise and efficiency, taking account of diverse customer needs.
Critical thinking	• Analyses information objectively, considering the facts and differing perspectives to reach a sound, logical conclusion.
Problem solving	• Highly developed problem solving and analytical skills. • Ability to analyse data, identify current and future trends to produce meaningful reports • Ability to interpret reports in order to produce findings and recommendations for actions/areas of improvement
Delivering at pace	• Takes responsibility for delivering timely and quality results with focus and drive.