

Role Profile

Job Title:	Finance Manager
Location:	Colindale
Department:	Finance
Directorate:	Resources
Grade:	L
Type of Working:	Hybrid
Reports to:	Head of Finance

1. Job Purpose:

As a finance manager you are expected to be a professional lead within your respective area of finance, provide expertise and high quality financial services to senior stakeholders, 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. A finance manager is expected to make a significant 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 Advisory

- Inform a strategic vision for 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, fundamentally ensuring sustainability over the medium term
- Work closely with all stakeholders to ensure best use of limited financial resources, providing the strategic financial advice, insight, intelligence and support needed
- 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 ensure 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, with options and plans for their resolution
- Advise head of finance officers 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
- Assist the head of finance in managing performance indicators and relationships within service contracts towards continued service improvement, value for money and generating social value
- Prepare and present informative, high quality reports to senior stakeholders that aid in informed service and corporate decision making
- 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

- Establish longer-term council-wide financial position and develop financial strategies with stakeholders
- 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
- Instigate, develop and support the attainment of alternative sources of funding that contribute towards identified funding gaps

Customer Focus

- Act as a key financial advisor and service delivery partner, providing strategic support and constructive challenge through 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
- 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.
- Interpret and implement legislative and regulatory requirements relating to the CIPFA codes of practice, Treasury Guidance, and relevant financial legislation
- Make a significant 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

2. Financial Responsibilities:

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

3. Leadership and Management:

- Provide leadership that encourages staff to recognise their contribution to the strategic objectives the council has set
- Foster a high-performance culture including carrying out internal service reviews to improve value for money and efficiency
- Lead and effectively motivate staff by providing coaching, mentoring, training, professional development opportunities, and appropriate performance management
- Develop credible and responsive assistant finance managers and finance officers who are respected for their knowledge base, expertise and customer focus
- Deputise for a head of finance as required
- Enable and encourage a flexible working environment

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 take responsibility for implementing internal process improvements, demonstrating the business case for change and benefits achieved

- Support opportunities for council-wide transformation and alternative service delivery models
- Contribute to the creation of a new 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

Staff Responsibilities:

- Manage between 1 and 6 staff members

4. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. 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. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Location:	Colindale
Department:	Finance
Directorate:	Strategy and Resources
Grade:	L
Type of Working	Hybrid
Reports to:	Head of Finance

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		

Member of CCAB, (preferably CIPFA), CIMA, CFA, IRRV or ACT or eligible to qualify within 6-12 months	Essential	Application/Interview
Evidence of significant relevant Continuing Professional Development (CPD)	Essential	Application/Interview
Educated to degree level or equivalent	Essential	Application/Interview
Experience & Knowledge		
Knowledge of the major issues facing local government, understanding of the national policy context, requirements and future direction for relevant service areas	Essential	Application/Interview
Experience in persuading stakeholders to work together, encouraging an organisational focus on the needs of the community	Essential	Application/Interview
Strong interpersonal and communication and presentation skills, with proven ability to communicate effectively to a wide range of audiences both horizontally and vertically, financial and non-financial	Essential	Application/Interview
Evidence of successful resources management in a multidisciplinary environment, business planning, quality and performance management including formulating budgets and financial models, resolution of conflicting priorities, applying rigorous planning challenge and appropriate control procedures	Essential	Application/Interview
Managing and successfully delivering projects, a knowledge of project management	Desirable	Application/Interview
Experience preparing business cases for investment decisions including the ability to apply options appraisals and evaluation techniques	Desirable	Application/Interview
Experience of working effectively in an area with competing demands and tight time-scales.	Essential	Application/Interview
Practical experience of the final accounts process	Essential	Application/Interview
Skill & Ability		
Able to lead, inspire and motivate employees and generate a positive working environment	Essential	Application/Interview

Ability to think critically, apply innovative and creative thinking to address complex service challenges	Essential	Application/Interview
Committed to corporate and collegiate working across the service	Essential	Application/Interview
Well-developed IT skills (MS Office suite, financial systems, data visualisation tools (e.g., Power BI, Tableau)	Essential	Application/Interview
Resilience, not easily deterred in the face of challenges	Essential	Application/Interview
Demonstrate the ability to communicate, both written and oral, complex financial issues to both financial and non-financial managers, senior officers and external organisations	Essential	Application/Interview
Behavioural Competencies		
Communicating and influencing		
Ability to clearly communicate with and influence staff members and external stakeholders	Essential	Application/Interview
Delivers professional and persuasive presentations to internal and external stakeholders	Essential	Application/Interview
Ability to develop effective relationships with internal and external partners	Essential	Application/Interview
Strong interpersonal skills and able to challenge, support, influence and engage senior management and peers	Essential	Application/Interview
Emerging negotiation tools and techniques	Desirable	Application/Interview
Respecting others		
Champions a culture that values equality and diversity, and ensures these are built into the delivery of services	Essential	Application/Interview

Striving for excellence		
Demonstrates a high level of personal drive and energy that sets an example to others	Essential	Application/Interview
Fosters a dynamic, achievement orientated culture	Essential	Application/Interview
Setting direction		

Lead the organisation in regard to all financial matters	Desirable	Application/Interview
Ensures there is a culture of continuous improvement and responsiveness to change	Desirable	Application/Interview
Promotes a vision for the future that inspires others	Desirable	Application/Interview
Managing performance		
Managerial experience with a track record of high performing teams	Desirable	Application/Interview
Developing talent		
Promotes a culture that values continuous personal and professional development	Essential	Application/Interview
Team working		
Work collaboratively with peers and stakeholders	Essential	Application/Interview
Creates a positive team spirit where team members work together to achieve shared goals	Essential	Application/Interview
Constructively uses conflict as an opportunity to generate innovative solutions	Desirable	Application/Interview
Cross Barnet working		
Identifies opportunities for co-operation and interdependency across groups and delivery units	Essential	Application/Interview
A solid understanding of the relevant legal, commercial, political, operational and social community aspects of a similar diverse and complex environment	Desirable	Application/Interview
Partnership working		
Practical evidence of developing and maintaining good working relationships with customers/stakeholders, developing a positive personal profile and building partnerships	Essential	Application/Interview
Customer service		

Delivers service objectives with professional excellence, expertise and efficiency, taking account of diverse customer needs	Essential	Application/Interview
Critical thinking		
Analyses information objectively, considering the facts and differing perspectives to reach a sound, logical conclusion	Essential	Application/Interview
Problem solving		
Highly developed problem solving and analytical skills	Essential	Application/Interview
Ability to analyse data, identify current and future trends to produce meaningful reports	Essential	Application/Interview
Ability to interpret reports in order to produce findings and recommendations for actions/areas of improvement	Essential	Application/Interview
Delivering at pace		
Takes responsibility for delivering timely and quality results with focus and drive.	Essential	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Essential	Application/Interview

Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview