

<b>Job Title</b>	<b>Assistant Finance Manager</b>
<b>Grade</b>	<b>PO6</b>
<b>Location</b>	<b>Newham</b>

Accountable to	<p>The post holder will report to a Finance Manager</p> <p>Other key relationships for the post holder will be:</p> <ul style="list-style-type: none"> <li>• Deputy Director of Finance and Transformation</li> <li>• Head of Finance</li> <li>• Head of Service/Budget Holders</li> <li>• Departmental Management Team</li> </ul>
Responsibility for	<p>Supporting the Finance Manager to provide oversight of departmental budgets, facilitating production and delivery of Medium Term Financial Strategy proposals and revenue monitoring.</p> <p>Provision of professional financial and accounting advice.</p> <p>Will have overall day to day responsibility for managing and leading departmental staff up to 22 FTE. This will include a mixture of directly managed and project (matrix managed staff) at any point in time. Direct line management of up to 4 FTE.</p>
Job Purpose:	<ul style="list-style-type: none"> <li>• As part of a strong and supportive team, the Assistant Finance Manager will contribute to the provision of financial expertise, 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.</li> <li>• 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.</li> <li>• The post holder's primary activity is to deliver operational financial services to the Council directly as well as through leading and managing a group of finance officers</li> <li>• The postholder is expected to make a contribution towards service transformation and ensuring excellent joint working with senior and junior officers and other stakeholders across the Council.</li> <li>• The postholder must support the Council's leading officers and assist the head of finance to develop a strategic and workable response to the financial challenges the council faces. The post holder will need both technical and managerial skills to operate successfully in this role as well as a very strong customer focus. The post holder will have a body of relevant theoretical and practical knowledge with a CCAB or CIMA qualification.</li> </ul>

<p>Specific Responsibilities</p>	<p><b>Strategic Advisory</b></p> <ul style="list-style-type: none"> <li>• Inform a strategic vision of the service that enables the council to meet its future challenges, fostering a culture of innovation and continuous improvement.</li> <li>• Contribute towards the development and implementation of the Council's financial strategy</li> <li>• Work closely with all stakeholders to ensure best use of limited financial resources, providing support where needed</li> <li>• Identify financial risks and opportunities as and when they arise, inform finance managers and supervisors and collectively consider options to mitigate risks or exploit opportunities.</li> <li>• Continually review, update and report on financial risks and opportunities, advising how the risks can be mitigated and the opportunities exploited</li> <li>• 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</li> </ul> <p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Support finance managers in advising on funding, financial management and accounting requirements</li> <li>• Promote a culture which empowers budget holders and supports the delivery of value for money services and knowledge of key cost drivers</li> <li>• Support the development of outcome based commissioning models to better ensure strong price competition and transfer of risks through contracts with third parties</li> <li>• Prepare and present informative, high quality reports to stakeholders that aid in informed service and corporate decision making</li> <li>• Support finance managers to advise on investment and funding strategies including investment risk and performance</li> <li>• Support Finance Managers with the financial management of the council's capital programme, ensuring that all proposals are evaluated robustly, projects are effectively monitored and that all the necessary financial information is made available to relevant stakeholders</li> </ul> <p><b>Financial Planning and Budgeting</b></p> <ul style="list-style-type: none"> <li>• Support the development of a longer-term council-wide financial position and appropriate financial strategies with the finance manager</li> <li>• Provide support for the medium-term financial planning process</li> <li>• Develop appropriate financial models and analytics to determine financial impact of future service demands, changes in legislation and other factors affecting resource requirements</li> <li>• Support and contribute to the development and attainment of alternative sources of funding that contribute towards identified funding gaps</li> <li>• Support the production of the medium-term financial plan, undertaking all necessary resourcing forecasts and determining required savings to achieve a balanced budget over the period</li> </ul> <p><b>Financial Reporting</b></p> <ul style="list-style-type: none"> <li>• To make a contribution towards the closure of the Council's and Pension Fund's Accounts in consultation with the Head of Finance</li> <li>• To create and provide quality assurance over other corporate reports including statutory returns</li> <li>• To support the Finance Manager in their responsibility for the interpretation of the accounting standards, incorporating professional codes of practice,</li> </ul>
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	<p>IFRS, the accounts and audit regulations, the accounting code of practice, the best value code and any other relevant regulations</p> <ul style="list-style-type: none"> <li>• In consultation with the Finance Manager, to determine the technical treatment of complex accounting rules including determination of capital financing strategy</li> <li>• Act as adviser for accounting for tax liabilities</li> <li>• Make a contribution towards the development and maintenance of the financial systems supporting the chart of accounts and the integrity of the general ledger</li> <li>• Develop appropriate financial models and analytics to determine and communicate the impact of changes to technical accounting requirements</li> </ul> <p><b>Customer Focus</b></p> <ul style="list-style-type: none"> <li>• Act as a junior financial advisor and service delivery partner, providing strategic support and constructive challenge through emerging negotiation and influencing skills</li> <li>• 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</li> <li>• Engage, communicate and influence within the council, across partners and with the wider local and central government community towards a unified public service approach</li> <li>• 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</li> <li>• Deliver training to members of the team, directors and budget holders on the relevant aspects of financial management training required to be effective in their roles, including awareness of Financial Regulations and financial approval requirements prior to taking decisions</li> </ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Interpret and implement legislative and regulatory requirements relating to the CIPFA codes of practice, Treasury Guidance, and relevant financial legislation</li> <li>• 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</li> <li>• Make a contribution towards the closure of accounts, support the external audit opinion and deliver appropriate financial returns</li> <li>• Support an effective system of financial controls across the organisation with adequate review and coverage within the annual internal audit plan</li> <li>• Identify and report on financial reporting and other financial and business risks</li> </ul> <p><b>Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Lead and effectively motivate staff through conflict resolution, coaching, mentoring and appropriate performance management</li> <li>• Enable the training and professional development of their teams</li> <li>• Develop credible and responsive trainees and finance officers who are respected for their knowledge base, expertise and customer focus</li> <li>• Enable and encourage a flexible working environment</li> <li>• Actively promote seamless integrated working across all aspects of finance</li> <li>• Deliver on projects within the department and follow appropriate governance processes in order to achieve their intended benefits and goals</li> </ul>
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	<p><b>Change and Improvement:</b></p> <ul style="list-style-type: none"> <li>• Assist in the development, implementation and review of change management programmes to deliver continuous improvement</li> <li>• Proactively seek and identify commercial opportunities that generate income and provide innovative solutions to service delivery challenges</li> <li>• Proactively seek and contribute towards implementing internal process improvements</li> <li>• Support opportunities for council-wide transformation and alternative service delivery models</li> <li>• 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</li> </ul> <p><b>Example outcomes or objectives that this role will deliver:</b></p> <ol style="list-style-type: none"> <li>1) Balanced service budgets and development of MTFS requirements indicating financial sustainability over the medium to long term</li> <li>2) Stakeholder reports that reflect engagement with stakeholders, an understanding of key financial implications both current and future and the delivery of financial objectives</li> <li>3) Enforcement of the financial controls across the organisation</li> <li>4) Reports indicating the extent to which we have a robust, clearly defined and well monitored capital programme with financial risks effectively managed</li> <li>5) The timely delivery of technical and statutory reports that accurately reflect the Council's financial position, financing requirements and the financial implications of service delivery in compliance with relevant standards and regulations</li> <li>6) A high performing, motivated and supported group of accounting officers and trainees who understand the contribution their roles make to the delivery of the Council and service business plans</li> <li>7) A contribution towards the development of a prioritised team Business Plan showing how both business-as-usual and specific projects, programmes and transformations will be delivered for the Council along with the identification of any associated risks and contingency plans</li> <li>8) Delivery on professional standards and performance measures for the service</li> </ol>
General	<ul style="list-style-type: none"> <li>• A commitment to and champion for equality and diversity in all aspects of employment and service provision. All employees are expected to understand and promote this approach in their work.</li> <li>• Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately</li> <li>• Deal with any Safeguarding issues that might arise, in line with the Council's policies and procedures.</li> <li>• Comply with Health and Safety Regulations associated with your employment.</li> <li>• Be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this.</li> </ul>

	<ul style="list-style-type: none"> <li>• To treat all information acquired through your employment, both formally and informally, in strict confidence.</li> </ul>
Critical Success Factors	<ul style="list-style-type: none"> <li>• Provision of and delivery of quality services – ensuring a high level of service that is reflective of all customer needs and value for money</li> <li>• Anticipates different customer needs – delivering a customer focused shared service which is a cultural ‘fit’, is flexible and proactive in approach</li> <li>• Delivers a resilient business, which continuously improves and innovates with healthy revenue streams</li> <li>• Operates an ethos of and champions a unified public service approach and actively engages stakeholders both within and outside the council</li> <li>• Delivers capacity and capability to operate business as usual with the capacity and capability to innovate and project manage to support this</li> <li>• Delivers a flexible and scalable platform to innovate, enhance market knowledge and continuously improve</li> <li>• Invests in people and skills to deliver a sustainable business</li> </ul>

## Person Specification

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

	Criteria	Method of assessment
<b>Professional qualifications/memberships</b>	<ul style="list-style-type: none"> <li>• Full member of CCAB (preferably CIPFA) or CIMA– Essential</li> </ul>	
<b>Able to demonstrate and evidence a highly developed Competence in:</b>	<ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Financial Management, Reporting and Analysis</li> <li>• Risk Management and Financial Controls</li> <li>• Delivering Excellent Customer Service</li> <li>• Communicating</li> <li>• Motivating Others</li> <li>• Driving Performance</li> <li>• Developing Talent</li> <li>• Driving innovation, creativity and continuous improvement</li> <li>• Working Together</li> <li>• Delivering at Pace</li> </ul>	Application/ Interview
<b>Able to demonstrate and evidence Knowledge and experience in</b>	<ul style="list-style-type: none"> <li>• Experience managing technical and financial accounting issues in relation to public sector funding arrangements</li> <li>• Knowledge of the major issues facing local government, understanding of the national policy context, requirements and future direction for relevant service areas</li> <li>• Experience in persuading stakeholders to work together, encouraging an organisational focus on the needs of the community</li> <li>• Good interpersonal and communication and presentation skills</li> <li>• Successfully delivering projects, a working knowledge of project management</li> <li>• The ability to apply options appraisals and evaluation techniques</li> <li>• Provides data for report in a clear, understandable and appropriate format for use</li> <li>• Can extract and manipulate complex financial information to demonstrate trends / correlations</li> <li>• Experience of working effectively in an area with competing demands and tight time-scales.</li> <li>• Able to inspire and motivate employees and generate a positive working environment</li> <li>• Ability to think critically, apply innovative and creative thinking to address complex service challenges</li> </ul>	

	<ul style="list-style-type: none"> <li>• Well-developed IT skills (MS Office suite, financial systems, data visualisation tools (e.g., Power BI, Tableau))</li> <li>• Demonstrate the ability to communicate, both written and oral, financial issues to both financial and non-financial managers, senior officers and external organisations</li> <li>• Ability to clearly communicate with and influence staff members and external stakeholders</li> </ul>	
<b>Behaviours and personal qualities</b>	<ul style="list-style-type: none"> <li>• Resilience, not easily deterred in the face of challenges</li> <li>• Ability to develop effective relationships with internal and external partners</li> <li>• Good interpersonal skills and able to challenge, support, influence and engage stakeholders</li> <li>• Identifies opportunities for co-operation and interdependency across groups and delivery units</li> <li>• Committed to corporate and collegiate working across the service</li> <li>• Delivers service objectives with professional excellence, expertise and efficiency, taking account of diverse customer needs</li> <li>• Analyses information objectively, considering the facts and differing perspectives to reach a sound, logical conclusion</li> <li>• Ability to analyse data, identify current and future trends to produce meaningful reports</li> <li>• Ability to interpret reports in order to produce findings and recommendations for actions/areas of improvement</li> <li>• Takes responsibility for delivering timely and quality results with focus and drive</li> <li>• Identifies good practice and solutions, and integrates them into service provision</li> <li>• Is aware and challenges with the assistance of senior colleagues, if necessary, organisational cultures that may lead to poor practice</li> <li>• Uses intuition as well as complex analysis to create a new concept or approach</li> <li>• Demonstrates sensitivity in understanding the impact of change on others</li> <li>• Demonstrates integrity and consistency in decision making</li> <li>• Upholds a high standard of fairness and ethics in words and actions</li> <li>• Encourage different views and perspectives</li> <li>• Leads by example and models desired organisational behaviours</li> </ul>	