# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Finance Manager (Capital and Planning)

# Department: Business Services

# Grade: [Local Managerial Grade](https://www.eastsussex.gov.uk/jobs/working-here/pay/local-managerial-grades) 2

# Responsible to: Deputy Chief Finance Officer

# Responsible for: Team of finance staff

# Purpose of the Role:

You will be reporting to the Head of Finance and oversee a support team within the highly valued Finance Service that has both a traded and statutory role. As a Finance Manager you will work alongside your management colleagues to lead, develop and motivate a team of finance staff to co-ordinate, support and continuously improve financial management within East Sussex County Council and Schools.

You will be responsible for co-ordinating and supporting the development of the Council’s medium term financial plan and capital programme. You will ensure adherence to governance procedures and processes and that financial regulations are up to date. You will proactively identify and interpret major issues likely to affect the Council’s finances and to report upon their potential impact.

# Key tasks:

1. Ensure that finance practice is developed and promoted in line with strategic developments in order to maintain quality standards and value for money. This may include producing cost comparisons with other local authorities and oversee the completion of grant claims and returns to Government departments and other agencies.
2. Ensure the development and provision of a high-quality professional finance service to budget managers and other relevant officers. This will include providing financial information, financial forecasts, advice, offering informed professional challenges when appropriate, developing and delivering training.
3. Identify and highlight financial risk engaging them positively in dialogue to ensure corrective action is taken to minimise the risk of financial deficit, escalating actions to issue notices or remove financial powers as necessary.
4. Develop appropriate policies and procedures, ensuring that financial practice is developed and promoted in line with strategic developments, in order to maintain quality standards and best value.
5. Provide advice and guidance to services and external customers on the application of legislation and compliance issues.
6. Achieve an efficient and effective delivery of service through the management of the team.
7. Initiate and promote the effectiveness of services, systems and processes, recommending improvements to performance and best value for stakeholders and customers.
8. Oversee the prompt and accurate external reporting and closing of accounts, in accordance with statutory requirements, accounting standards and good practice. Prepare appropriate information to support the annual Statement of Account and audit.
9. Assist with finance system implementation and maintenance to ensure compliance with HMRC reporting requirements.
10. Represent the service at internal and external meetings, working groups and project teams as required and brief senior staff on decisions taken or matters requiring resolution.
11. Responsibility for the achievement or personal development and appraisal targets and providing regular account of service performance to management teams.
12. Responsible for managing a team of finance professionals, ensuring every member of the team is given the opportunity to develop to the best of their ability.
13. Deputise for Head of Finance, as and when required, at service, departmental and inter-agency meetings.
14. Taking a leadership role in co-ordinating service-wide projects or change initiatives.

Recognising that ESCC is a large organisation with a number of over-arching priorities extending to all areas of our work, you should be aware of these Council priorities and align strategic decisions with them, proactively seeking appropriate opportunities in your work/service area, and that of others, to contribute, in consultation with your line manager; in particular, but not limited to:

* Net zero emissions targets – reduce the environmental impact of your work, and that of the services you are responsible for.
* Equality, Diversity and Inclusion – proactively contributing to an inclusive and supportive working environment.
* Making the best of our resources - always being aware of what you can do to maximise the use of public monies in the services we both commission and provide, and proactively identifying areas to improve value for money wherever possible.

PERSON SPECIFICATION

# Essential Qualifications

1. Recognised professional accountancy qualification (CCAB, CIMA)

# Essential key skills, abilities, knowledge, experience, values and behaviours

1. Ability to analyse, understand and interpret financial and non-financial information and establish relationships between spend and performance.
2. Ability to specify data requirements from software systems.
3. Ability to build and develop professional working relationships with a range of budget managers and departmental officers and work constructively with colleagues, both internal and external.
4. Communication skills with the ability to produce clear and concise reports and the ability to express complex technical knowledge concisely and without jargon to a range of audiences.
5. Ability to lead, motivate and develop staff.
6. Experience of implementing new services initiatives, service planning and monitoring the quality of service provision practical problem solving skills.
7. Ability to prioritise own workload and that of others, able to manage constant and conflicting demands to ensure tight deadlines are met.
8. Knowledge and experience of a range of IT applications including spreadsheets e.g. Microsoft Office Excel and their application, to improve financial management services.
9. Knowledge of public sector financial/accounting procedures.
10. Knowledge of national and local financial and statutory issues.
11. Experience of working in a financial environment.
12. Ability to work flexibly as part of a team.
13. Diplomatic, innovative, change orientated, self-motivated.
14. A commitment to equal opportunities and anti-discriminatory practice.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

1. Ability to use database packages.
2. Experience of management/supervision of staff.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |