

Role Profile

Part A - Grade & Structure Information

Job Family Code	9BF	Role Title	AS Finance Manager
Grade	PS9	Reports to (role title)	Head of Insight and Innovation
		Directorate/School	Children Families Lifelong Learning & Culture
JE Band	314-370	Service/Department	Active Surrey
		Date Role Profile was created	Dec-19

Part B - Job Family Description

Active Surrey is a not-for-profit, unincorporated organisation currently hosted by Surrey County Council. A "job family" is a grouping of similarly focused roles across the whole of the Council. The below profile describes the general nature of work performed at this level as set out in the job family, whilst the yellow sections are specific to Active Surrey and should be areas to focus on when applying. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To provide the Active Surrey team with comprehensive finance support service and contribute to the delivery of an efficient and effective, customer-focused, sports and physical activity development service by maintaining and operating financial systems and procedures for the Service.</p> <p>Prepare and deliver quarterly variance reports and analysis of the financial health and performance of the organisation to the Board.</p> <p>Prepare annual Management accounts, annual budget and annual survey reports to SCC & the Board.</p> <p>Lead annual budget and forecasting cycle.</p> <p>Develop financial reporting to help leadership team monitor all activities.</p> <p>Develop medium term planning cycle.</p> <p>Prepare business plan for new business concepts.</p>
Work Context	<p>The work of the Finance Manager will support all of the Active Surrey team.</p> <p>The Finance Manager will work across projects within the Active Surrey team providing a finance function. They will support a group of more senior staff that need their assistance and will support and produce information for presentation to the Board and Finance & Governance Committee. The core service and projects may change if financial or organisational priorities change during the contract period.</p> <p>The office base for the post is the Active Surrey Team office in Woking. Although based at the office, there may be an occasional requirement to travel for meetings within the county, regionally and possibly nationally.</p> <p>The work may involve occasional unsociable hours including some weekend and evening work and possible overnight stays.</p>
Line management responsibility if applicable	N/A
Budget responsibility if applicable	Indirect: The Finance Manager has no direct budget responsibility. However, they will be responsible for providing information and support to budget holders and will assist all members of the team and the Board in budget control of >£1m.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none">• Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.• Analyse and make recommendations for improvement or development of existing systems, processes or policy. <p>Service Delivery</p> <ul style="list-style-type: none">• Maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency and compliance.• Provide specialist/professional advice and recommendations within specific parameters to support informed decision making. <p>Planning & Organising</p> <ul style="list-style-type: none">• Plan workloads and secure resources to enable the team/s to achieve a quality service.• Lead projects and reviews within a defined area of work as directed by their manager to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none">• May assist with budget/resource management in accordance with the organisation's policies and procedures.• May have delegated responsibility for a budget(s). <p>Work with others</p> <ul style="list-style-type: none">• Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. <p>People Management</p> <ul style="list-style-type: none">• May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function.• Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. <p>And/Or</p> <ul style="list-style-type: none">• Operate as an individual responsible for the delivery of a high level/complex service. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none">• Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles.• Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines.• Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles).• Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management.• Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals.• Ability to understand, meet and exceed customer expectations.• Ability to work on own initiative, with solution focused problem solving skills.• Ability to manage a range of projects through to completion.• Previous practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.• Previous management experience including staff supervision, development and organisational skills (where appropriate).
Details of the specific qualifications and/or experience if required for the role in line with the above description	Relevant professional finance related qualification, such as ACA / ACCA
Role Summary	Roles at this level are often professionally qualified roles, specialists, or project officers providing advice and support to their customers, or lead and manage the work of larger teams. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will have a fair degree of autonomy and work closely with customers, staff, partners, third parties agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and in improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems.
To be completed by JE Coordinator	
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