Finance & Administration Manager

Grade 10

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and the people of Staffordshire
* Courageous – We recognise our challenges and are prepared to make
courageous decisions
* Empowering – We empower and support our people by giving them
the opportunity to do their jobs well.

About the Service

County Fleetcare is a trading service that is responsible for the procurement and maintenance of the Council's directly owned fleet. It supports a diverse array of services, including Highways, Libraries, and Countryside management. Additionally, County Fleetcare serves external clients, primarily within the public sector, such as schools, academies and other local authorities.

Operating from a dedicated premises in Stafford, the service extends its support to the Council and other customers throughout the entire county.

**About the Role**

As a Finance & Administration Manager, you will be responsible for overseeing the financial operations and administrative functions. Your role is crucial in ensuring the financial health and operational efficiency of County Fleetcare. You will play a key role in budgeting, reporting, and streamlining processes along with working closely with senior management to develop and implement financial strategies that support both the Councils and Fleetcare's success.

Reporting Relationships

Responsible to: Fleet & Engineering Manager

Responsible for: Leasing & Procurement administrator, Technical Support administrator, Workshop Receptionist & Parts administrator

Key Accountabilities:

1. Conduct comprehensive financial analysis, preparing detailed financial reports, and presenting insightful findings to senior management to facilitate informed strategic decision making.
2. Facilitating effective collaboration with both internal and external stakeholders, as well as service providers, to ensure cost-efficient procurement and comprehensive contract management. This includes the meticulous preparation for tender documents, thorough evaluation, and moderation.

1. Managing counter receipting processes, including cash reconciliation and banking activities, to ensure compliance.
2. Hold responsibility for financial transactions in accordance with the Financial Regulations including authorisation through the County Councils Finance and Procurement System.
3. Assist the Fleet & Engineering Manager with contract management, by providing administration support, including, issuing of contract variations, carrying out compliance checks. Ensuring all documentation is signed by all parties in a timely and accurate manner, and in accordance with County Council's Procurement regulations and conditions of grant funding as appropriate.
4. Ensure that all relevant data adheres to legal requirements and standards for the council's operator’s licence by regularly reviewing and updating records, conducting internal audits, and staying informed about changes to regulations.
5. Assisting with the procurement, and ongoing management of contracts for Fleetcare services, including the preparation of procurement documents and assisting in the analysis and award of tenders to deliver effective fleet support services.
6. Be responsible for the day-day management of the finance and administration functions of the business and procedures within Fleetcare.
7. Lead on the financial response to external or internal audit requirements by developing and maintaining processes, collating evidence and providing effective responses to any control weaknesses or recommendations.
8. Manage the day-to-day operations of service reception and the management of Fleetcare's stores provider. Including stock checks and audits of stock by implementing efficient work process, maintaining clear communications, regular audits, and using inventory management software.
9. Ensure accurate monitoring and effective communication with the Corporate Finance External Reporting Manager. Including overseeing the financial aspects of the capital programme, ensuring compliance with financial regulations, and providing detailed reports and projections on the status and progress of the Fleetcare vehicle & plant replacement fund.
10. Conduct thorough monthly reviews and approvals of procurement card transactions. Ensuring all transactions are compliant with council policy, identifying and resolving any discrepancies, and maintaining accurate financial records. Providing guidance and support to team members regarding procurement card usage and best practices.
11. Manage a small team of finance and administration professionals by providing leadership, guidance, and support. Ensuring team members are aligned with the council’s goals, maintain high standards of accuracy and efficiency in financial and administrative tasks. Conduct regular performance reviews, offer professional development opportunities, and implement best practices to enhance team performance.

Other Information

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally.

This post has no political restriction.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small****employer_small** | **Qualifications/Professional membership*** Educated to degree standard or equivalent financial experience
* Accountancy qualification or substantive experience of financial management and controls
 | A/IA/I |
| **employer_small****employer_small****employer_small** | **Knowledge and Experience*** Knowledge & experience of budget management, control, and providing technical financial support and advice.
* Knowledge & experience of both financial & procurement regulations.
* Experience of leading a team, creating a collaborative environment and delivering success
* Knowledge & experience of using financial systems, year end accounts closure and budget monitoring.
* Knowledge & understanding of Fleet management and transport operations.
* Knowledge & experience in contract management, and implementation
* Knowledge & Experience of finance office functions including making payments, invoicing, reconciliation and debt recovery
 | A/IA/IA/IA/IA/IA/IA/I |
| **employer_small****employer_small** | **Skills*** Effective communication and interpersonal skills to lead and manage other, influence and effect change.
* Ability to lead and motivate others, inspire change and improvement, delegate and manage resources and people.
* Analytical and evaluate complex datasets to complete financial reports to inform strategic decision making.
* Effective IT skills, with significant experience of using Microsoft Office, and financial systems.
* Ability to interpret financial data and make informed decisions,
* Ability to identify and mitigate any financial risks along with informed financial projections.
* Ability to manage own time effectively and to work to defined deadlines
* Ability to motive and influence others at all levels through positive relationships
* Ability to work flexibly across all areas of diversity
* Ability to foster and champion innovation, leading to the successful commissioning of innovative best in class services, further enhancing the County Councils reputation
 | A/IA/IA/IA/IA/IA/IA/IA/IA/IA/I |

\*If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300