Corporate Finance Manager

Grade 14

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 citizens
* 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

The Finance Directorate provides a range of services to the county council with the aim of providing strategic financial advice, securing stewardship, supporting effective decision making and enabling effective financial management.

The Corporate Finance Service is responsible for ensuring that the organisation is safe and financially viable; and that resources are used appropriately.

Reporting Relationships

Responsible to: Chief Accountant

Responsible for: Corporate Finance Service

Key Accountabilities:

1. Lead the Corporate Finance Service to create a centre of expertise in financial services and appropriate management of Corporate Financial Resources.
2. Work closely with elected members and senior leaders to develop and successfully implement financial strategies for the County Council, where necessary, deputising for the Chief Accountant as appropriate.
3. Responsible for ensuring the viability of short and medium term financial plans and spending of the Authority, holding to account senior officers/peers to remain on target.
4. Accountable for ensuring the Authority’s compliance with all statutory and regulatory requirements in respect of taxation and securing the refund of VAT relating to the Local Authorities’ statutory public service function.
5. Accountable for ensuring that the County Council’s insurance portfolio is adequately managed and that strategic leaders, members, and other officers receive the appropriate level of advice, support and guidance in insurance matters.
6. Ensure that the organisation has capacity to meet/react to forward liabilities, funding volatility and financial shocks.
7. Co-ordinate Mid Term Financial Strategy process including provision of reports and challenge to Commissioners and budget holders.
8. Demonstrate a prudent approach to liabilities; maintaining adequate risk based reserves, provisions and contingencies; insurance, catastrophe and emergency planning.
9. Create a corporate accountancy regulatory framework, reflecting legislative & regulatory requirements whilst reducing the opportunity for fraud.
10. Interpret legislation and funding sources to advise Senior Leaders on the financial implications as appropriate.
11. Develop financial accountability frameworks and competencies for partnerships and newly empowered or autonomous units taking on devolved or de-concentrated functions.
12. Control financial processes in merger, set up, devolution and shut down of functions and organisations.
13. Oversee a system that is risk proportionate and efficient: maximising automated checks and automatic audit trails.

**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** | **Qualifications/Professional membership**   * Membership of a CCAB body preferably CIPFA. | A/I/T |
| **employer_small** | **Knowledge and Experience**   * Minimum of 5 years post qualified experience, including responsibility for delivery of high quality financial services through a team. * Experience of formulating and implementing financial strategies in conjunction with members and other strategic leaders. * Experience of raising standards within the finance community by implementing benchmarking and best practice. * An understanding of public policy issues and an excellent understanding of local government and public sector finance and legal framework within which local authorities operate. * Political awareness and sensitivity, coupled with a high degree of integrity and professional standards. * A thorough understanding of Accounting Standards and modern budgeting and financial management tools and approaches. * Knowledge of the tax liabilities of local authorities, including VAT. * Knowledge of the requirements of Insurance services within the Local Authority. * Knowledge and understanding of the statute, codes of practice and other rules in respect of Local Government Finance and the ability to interpret and apply them. * Evidence of maintaining personal professional development in accountancy practice and techniques and supporting that of colleagues. | A/I/T |
| **employer_small** | **Skills**   * Ability to be analytical and to think laterally and creatively to solve complex problems and challenges. * Demonstrates a strategic understanding and approach in a large complex organisation, public or private. * Ability to build strong influential relationships with senior individuals and work with a variety of stakeholders at all levels to meet objectives. * Able to inspire confidence and engender consensus and enthusiasm among Members, managers and partners. * Ability to communicate complex technical information clearly and simply both orally, through presentation or in writing as appropriate to the audience. * Ability to lead and motivate others, inspire change and improvement; delegating and managing resources and people. * Ability to plan, manage and deliver programmes of work on time and to specification, and to keep abreast of new and innovative approaches in accounting and financial management, utilising them as appropriate within the service offered to the Council. * Ability to effectively challenge current working practices and methods and make improvements to new/existing systems. * Able to evaluate and implement new accounting and financial management processes and develop them in context of the County Council’s business needs.   This post is designated as a casual car user |  |

**employer_small** 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.

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