

Finance Manager Accountancy, Closing and Monitoring Job Description

Salary	Up to £55,000 per annum
Reports to	Head of Finance – Accountancy, Closure and Monitoring
Service area	CSG Finance
Number of staff responsible for	Direct – 5

Purpose of Job:

1. To discharge the duties of the Chief Financial Officer's Section 151 responsibilities in relation to the work of the service.
2. To manage and deliver a proactive, professional financial management service across a full range of financial management issues, supporting sound financial decision making and promoting good financial management – translating corporate and service priorities into affordable activity by matching resources to demand.
3. To produce the Statement of Accounts and related returns for the authority. To manage the relationship with the external auditors ensuring good communication and planning is delivered at all times.
4. To ensure all accounting practices are adhered to and changes to the Code of Practice and accounting standards are implemented and embedded.
5. Where appropriate and required feed into and ensure all non-service consultation papers are reviewed and responded to on behalf of the Council.
6. To lead on the consolidation and collation of the Capital Programme and the financing of the capital programme, supporting the business in the process and ensuring the correct accounting through to assets.
7. To contribute to ensuring the service is delivered in line with relevant contractual performance indicators and commitments
8. To manage the reporting of Revenue and Capital expenditure and forecasts to the leadership team and the Council, ensuring delivery of the best and most appropriate information for decision making is achieved.
9. To work in partnership with the other staff within the CSG Finance Service and retained finance service to ensure service, products and outcomes meet the business needs and strategic priorities of the Council.

10. To support the development of the Council's medium term financial strategy and to ensure financial risks and opportunities for the future are properly reflected in short, medium and long term sustainable financial planning for both revenue and capital and represent 'one version of the truth'.
11. To work in partnership with the Section 151 officer and Barnet Finance, in the analysis of costs in relation to performance to reveal opportunities for policy or process change, be involved in subsequent business case development and review the financial impact of previous policy decisions to learn lessons and assess relative cost benefits.
12. To provide senior management, technical advice on accounting treatments in relation to any financial transactions and projects the Council plans or has under development.
13. To manage the asset register on behalf of the Council ensuring assets are valued and maintained in the accounts in line with the Code.
14. To manage and maintain the relationship with the external auditors ensuring all audits are completed on time and to all parties satisfaction.
15. Ensure that returns and grant claims are completed accurately and in line with specified deadlines and compile the requisite supporting information for external inspection.
16. To manage the balance sheet ensuring all accounts are regularly reconciled and accounting decisions dealt with accurately and on a timely basis.
17. To support CSG Finance and the Council to develop their financial knowledge, skills and capabilities and where necessary provide coaching, training and support.
18. To support the development of the Authority's finance system Integra, improve its performance and drive efficiencies and improvements to support the users of the system in both CSG finance and the Council.
19. Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk
20. Deliver a commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the work place and in the services delivered
21. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post.
22. Deputise for the Head of Finance – Accountancy, Closing and Monitoring as required

Finance Manager

Accountancy, Closing and Monitoring

Person Specification

Essential	Desirable
<p>Qualified CCAB accountant</p> <p>Participation in formal Continuing Professional Development.</p> <p>Accounting and budgetary experience, sound knowledge of local government finance framework, accounting principles and standards, statutory requirements and relevant codes of practice.</p> <p>Experience of developing productive, meaningful, trusted and positive senior stakeholder relationships.</p> <p>Excellent written and verbal communication skills</p> <p>Experience of working on own initiative with limited supervision or direction.</p> <p>Extensive knowledge of financial IT systems.</p> <p>Ability to analyse, interpret, understand and disseminate complex and detailed technical and professional issues in an easy to understand way</p> <p>Commitment to maintain professional and ethical standards.</p>	<p>Post qualification experience.</p> <p>Projects involving innovation and the management of change.</p> <p>Use of Integra system and management and development of associated processes.</p> <p>Service area experience</p> <p>Experience of leading and managing an effective and successful team.</p> <p>Experience of attending Member committees or other corporate/board meetings.</p> <p>Local government finance experience</p>