

JEGS Reference 00660

## **Job Profile – Strategic Finance Manager**

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**Department:** Finance

**Responsible to:** Head of Management Accounting or Head of Corporate and Strategic Finance

**Responsible for:** Finance Managers, Senior Finance Officers, Finance Officers and Trainees

**Grade:** Special D

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### **Job purpose**

To prepare long term financial projections for the Department, to identify solutions, which will be challenging, to the levels of expenditure and to take responsibility for ensuring these are actioned

To direct and manage a professional accounting team in overseeing the provision of strategic financial management and accounting leadership, challenge and support to Council departments and budget holders

To influence through professional standing, reputation, drive and determination a wide variety of stakeholders including and beyond Departmental management, sufficient to make a major impact on the work of the Department and thus the financial position of the Council.

To ensure the delivery of accurate financial information which meets managers needs and that facilitates the operation of the Council's financial cycle and links with the Council's performance management systems

To support and deputise for the Head of Service in providing professional advice in accordance with professional standards, legislative requirements and Council policies and procedures.

To support an effective and strategic leadership of the Council's finance function by making an effective contribution to the Finance Services Management Team.

## **Corporate responsibilities**

### **1 Vision and Strategy development**

Help shape the direction of the council to drive forward the public service reform agenda and ensure delivery of its priorities and value to residents. Provide a strategic vision for the future development of the service to enable the council to meet its future challenges, fostering a culture of continuous improvement.

### **2 Corporate leadership**

As a senior leader working as part of the distributed leadership network of the council, work together to drive forward and accept collective responsibility for a range of departmental and cross-cutting initiatives which are required to ensure changes are embedded in a sustainable way throughout the organisation. Provide corporate leadership that encourages our staff to recognise their contribution to the strategic objectives the council has set.

### **3 Service leadership and management**

Lead the integrated delivery, improvement, management and performance of the service, commissioning and directing activity within the council and externally as required, and ensuring overall objectives are translated into effective plans and that the service is efficient and locally responsive. Provide inspirational and professional leadership to staff, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.

### **4 Business and Commercial Skills**

Ensure the delivery of the council's corporate vision and help ensure that the council receives value for money from its expenditure. Drive and/or support the development of outcome-based commissioning models to better ensure strong price competition and transfer of risks through contracts with third parties..

### **5 Partners and stakeholders**

Actively engage, communicate and influence within the council, across partners and with the wider local and central government community to champion the council's approach to unified public services. Foster the bringing together of local services and decisions across agencies to reduce demand and help communities more independently support themselves.

### **6 Business change and culture**

Lead, develop and ensure implementation and review of change management programmes to deliver continual improvement. Assist the Chief Executive and Strategic Directors in developing a single council-wide corporate culture to engender a strong and shared approach to delivering services and provide better support for staff to deliver savings.

### **7 Compliance, Governance and Ethics**

Ensure that all activities within the service comply with the council's constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.

### **8 Equality and diversity**

Uphold and promote the aims of the council's equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to planning service delivery.

## **9 Embracing Change and Technological innovation**

Ensure the service supports the Council by developing an approach that empowers problem-solving, including creative thinking, decision-making, and solution generation. Deploy a range of advanced tools and techniques to identify actionable and sustainable solutions to address root causes. Sets the agenda for change and foresees the impact of change and is influential and owns the full cycle structure for change, owning the objectives and programme of change.

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### **Service focused responsibilities**

- Work with Strategic Directors and Assistant Directors in allocated service areas to lead the setting of the strategic financial direction of the service required to deliver the Council priorities. This includes strategic oversight of both the capital and revenue budgets alongside the corporate priorities to ensure there is a combined focus on ensuring priorities are delivered within agreed timescale.
- To take responsibility for the Council's Medium Term Financial strategy as it relates to allocated service departments and ensure this is updated quarterly or as required to ensure changes in strategic direction are captured on a timely basis and are reported through Departmental Management Teams, Corporate Management Team and the Executive in accordance with agreed timescales.
- To identify savings opportunities across the service and then work with Budget Managers to confirm savings proposals and capital projects assist with costing potential pressures and saving, actively participate in regular meetings with business area to challenge and scrutinise monitoring figures, undertake service analysis to support the year-end position and the Accounts.
- Anticipate and identify key financial issues and risks affecting the business which require attention, resolve issues with Senior Managers and identify mitigating actions to ensure net expenditure is within budget, escalate to Head of Management Accounting and other senior colleagues any business issues not resolved by Service Managers
- To provide the strategic direction for the development and maintenance of financial models, corporate forecasting strategies, systems and practices. Ensure that information is held in an interactive and intuitive medium, and scenario modelling is available as required by senior management.
- To champion and drive the development of commercial and other opportunities where appropriate. Leads on assessing the technical, operational, and organisational feasibility of initiatives to ensure viability and successful implementation. Leads on discussions, at a corporate level, when assessing funding and capital borrowing requirements
- To manage the development and continuous improvement of medium- and long-term financial forecasting within the Council. To liaise with government departments and

strategic groups to enable best practice and shared knowledge to be integral to the forecasting models.

- To promote business solutions through the delivery of financial services, ensuring principles of best value, value for money and risk management are embedded into service delivery.
- To liaise with key stakeholders, both internal and external, to ensure that local economic and socio-economic changes are reflected within financial forecasting and the budget projections.
- To work with the Head of Service on the analysis of government announcements, funding settlements and policy statements to ensure that financial implications are captured and reflected within financial forecasting projections. Ensure that legislative changes, public sector expectations and funding allocations are financially appraised, statutory requirements have been met and income has been maximised and correctly accounted.
- To liaise with government departments to influence the financial funding and allocation of funding. Provide the strategic oversight of response to local government consultations on proposed funding changes.
- To provide concise and intuitive financial information to Strategic Directors, CMT and Members to influence the long-term financial sustainability of the Council, whilst meeting priorities.
- Actively support the Director of Finance and the Assistant Director of Finance in their section 151 duties and provide strategic support as required.
- To provide strategic support for the financial accounts process where required and ensure compliance with relevant audit and accounting guidance.

**Dimensions of role (direct/ indirect as applicable) e.g. total number of staff managed/ total budget/ total scope of role**

- Depending on service area allocated the number of line staff to be managed will vary between 3 and 9 fte's. This equates to direct staffing budget responsibility of between £160k and £400k.
- Responsible for financial advice, budget savings identification, strategic financial planning, challenging Departmental revenue budgets/proposals ranging from £220m gross exp for Corporate Services/ Finance/ CE office; £160m for Place; £650m Children's including BCFT and £309m Adults as required. SFM are required to substitute for colleagues as required
- Responsible for financial advice, budget savings identification, strategic financial planning, challenging Departmental capital budgets/proposals ranging from £17m Adults, £44m Children's, £350m Place, and £31m Corporate Resources
- Provision of a comprehensive financial business partnering and financial advice service requiring high quality, strategic, nationally leading financial management including benchmarking all services at a granular financial and service level and identifying opportunities to drive change and expenditure significantly beyond the benchmarked levels.
- Undertaking Research work in other Councils and organisations that is leading practise and implement in Bradford – ie convince stakeholders, communicate, project plan, drive and implement change. Work up options for taking service delivery beyond current national best practise.
- Challenge and overcome obstacles to change. The desired impact is to work with departments to significantly reduce expenditure on a recurrent annual basis while also improving performance thus enabling Bradford Council to recover from its current extremely difficult financial position and put in place a culture that enables this challenge to happen as a matter of course.
- Responsibility for obtaining best value from departmental budgets and plans which vary in detail according to the allocated department and complexity of the services but are fundamentally all very significant and will be one of Children's, Place, Schools, Adults or Corporate Resources.

**Structure Chart (role of direct reports)**



## Person specification – Strategic Finance Manager

<p><b>Qualifications</b></p>	<p>A professional accountancy qualification CCAB accredited</p> <p>Evidence of sustained personal and professional development</p>
<p><b>Experience</b></p>	<p>Successful track record at a senior management level of achieving improved key priority outcomes in a comparable organisational context and environment.</p> <p>Experience in the development, presentation and implementation of complex strategy and policy in a relevant area.</p> <p>Extensive experience of effective corporate and collaborative working, building cross sector or cross service partnerships and relationships to deliver corporate and service priorities.</p> <p>Extensive experience of successful financial management including budget formulation, financial planning, monitoring and control, within tight financial limits in a complex organisation</p> <p>A track record of promoting, leading and implementing change programmes, delivering customer focused services, improving service quality, operational performance and culture.</p> <p>Experience of applying high level understanding when exercising judgement in challenging and sensitive circumstances, providing advice at a senior level to local government, or a comparable organisation, to achieve corporate objectives.</p> <p>Tangible evidence of leading and motivating people; developing a high performing culture with continuous service improvement and effective performance management.</p> <p>A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination.</p>
<p><b>Skills and knowledge</b></p>	<p>Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services.</p> <p>Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs.</p> <p>Ability to form sound, evidence-based judgments, find solutions to complex issues and problems, assessing risks and taking responsibility.</p> <p>High degree of self-awareness, with the ability to own mistakes</p>

	<p>and move quickly to develop contingency and / or mitigation strategies.</p> <p>Ability to inspire, guide, motivate and develop people, to achieve high performance.</p> <p>Ability to listen to and influence others, presenting information and arguments convincingly.</p> <p>IT literate and able to manage information systems as necessary.</p>
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<b>Special Knowledge Requirement: Will be used in shortlisting. Max 10</b>	
<b>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.</b>	
	<b>Essential</b>
Carries out the working practices, procedures and basic operations across finance within the context of the public sector with a considerable depth of knowledge across finance in the local government sector.	√
Significant experience of change management and culture change for the introduction of major projects and systems	√
Identifies risks and establishes appropriate strategies to counter them.	√
Adept at working at both an operational and strategic level, using information systems effectively and possessing sound analytical skills	√
Oversees a budget, keeping costs within agreed levels for own department and contributes to corporate savings.	√
Intellectual ability to assimilate complex financial information and issues and disseminate to others in an understanding and meaningful way.	√
Demonstrates an expert, functional grasp of all aspects of financial activity with the ability to deliver high level advice on all financial issues.	√
Demonstrates an excellent understanding of the political environment within which local government operates and can evidence managing politically sensitive issues.	√
Demonstrates a thorough appreciation of current and emerging Government legislation & statutory regulations and other key operational initiatives and directives affecting the public sector.	√
Able to work effectively in order to achieve agreed outcomes with partner organisations/stakeholders/professionals from other disciplines/council members	√
Communicates effectively (written/verbal) and with confidence, providing clear, balanced advice and guidance.	√

<b>Management Competencies: to be used at the interview stage.</b>
<b>Strategic Awareness</b> – ability to work with corporate priorities and policies in a joined-up way with others, internally and externally. Works democratically, transparently and accountably.
<b>Leadership</b> - motivate staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do.

<b>Delivering Successful Performance</b> – successful monitoring performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes.
<b>Project and Programme Management</b> – apply skills to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.
<b>Developing High Performing People and Teams</b> - coach individuals and teams to achieve their potential and take responsibility for continuous improvement and ensuring they champion the Council's values and goals.

<b>Core Employee competencies at manager level to be used at the interview stage.</b>
<b>Performance Management and resilience</b> – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
<b>Effective Communication</b> - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
<b>Effective Decision Making</b> - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work.
<b>Structured Problem-Solving Activity</b> - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
<b>Operates with Dignity and Respect</b> - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.
<b>Working Conditions:</b>
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

<b>Completed by:</b>	<b>Michael Thomas</b>	<b>Date:</b>	<b>18/9/24</b>
<b>Quality checked: (HR)</b>	<b>Special D</b>	<b>Date:</b>	<b>25/09/24</b>