

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Finance Manager	Grade: PO6
Section: Programme Management Office (PMO) Property Services	Directorate: Housing and Regeneration
Responsible to following manager: Assistant Director of Programme Management Office (Property Services)	Responsible for following staff: Assistant Finance Manager
Post Number/s:	Last review date: August 2022

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

To provide a comprehensive finance management and information service to support the capital projects and programmes being delivered by the PMO. Responsibilities include management, monitoring, review and reporting of spend and commitments at programmes and individual project level. The role ensures the projects expenditure is in line with agreed yearly cash flow and achieves targeted capital spend. The Finance Manager is responsible for the administration and processing of the project payments ensuring there is a clear auditable account of monies expended. The post holder supports and provide advice to the Assistant Director of PMO in the management and monitoring of departmental budgets. This is a senior role within the PMO team with the post holder having extensive experience of financial controls of projects and Council financial procedures and regulations.

Specific Duties and Responsibilities

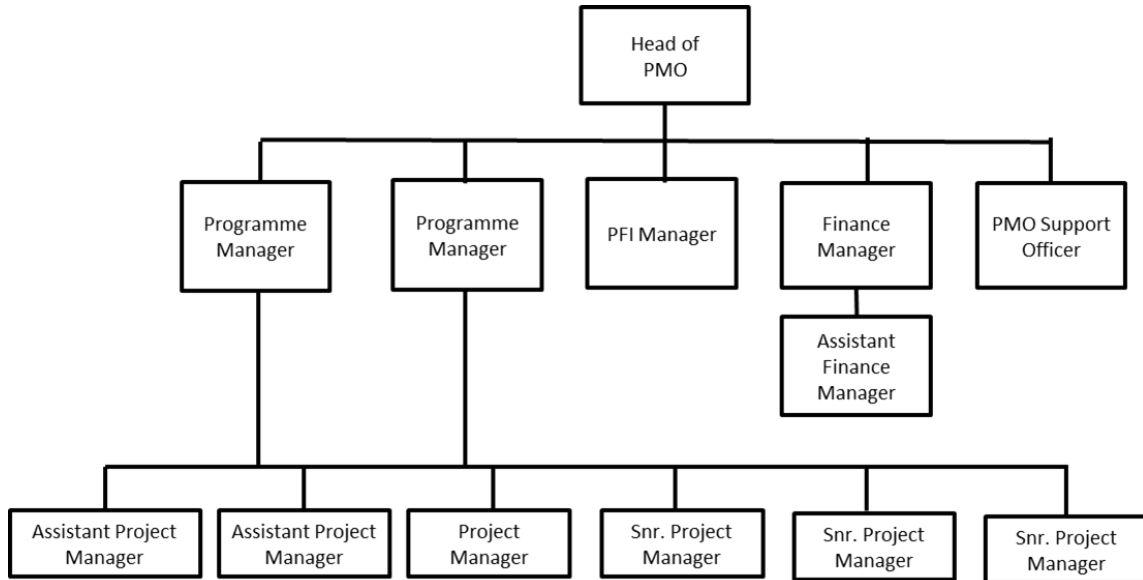
1. To provide and manage a comprehensive finance function to support development and delivery of the capital programme and projects being delivered by the PMO, including responsibility for the annual monitoring review of the programme for reporting to Committee.
2. To undertake and be responsible for overall reviews, forecasting and general financial information services to the capital team. This will include providing a cost control function for the team, analysing and regularly reviewing capital and revenue works costs with specific timescales for the Assistant Director of Programme Management Office, senior departmental colleagues and relevant senior managers in other Council departments.
3. Responsible for the training, development and work allocation of the Assistant Finance Manager.
4. Responsible for the administration and processing of the project payments ensuring there is a clear auditable account of monies expended.
5. To advise and support the Assistant Director of PMO and senior managers on relevant matters affecting the service. Provide support and advice to the Project Managers on project financial controls to ensure compliance with Council operating procedures and financial regulations.
6. Identify opportunities and drive new ideas and initiatives for efficiencies within the team and contribute as required to change programmes within the service.
7. To be responsible for operating Council virement procedures for building works, recommending, and overseeing transfers between budgets and advising on the treatment and processing of client fees/on-costs.
8. To be responsible for the maintenance and management of systems to record accurate programme and financial information on the capital programme and contribute to the continuing development of relevant IT systems to support this.
9. Regular liaison with Corporate Finance to agree and monitor capital programme expenditure and budgets.
10. To be responsible for drafting regular reports on capital project and programme expenditure (for Committees, Capital Monitoring Group etc.) and to provide financial and monitoring information on the progress of schemes, costs and targeted cash-flows to team members, the Assistant Director of Programme Management Office, other Council departmental senior managers, Council members and external organisations (e.g. Department for Education, Education Funding Agency).
11. To be responsible for the transfer and management of school “devolved capital” funding within the capital programme in liaison with schools and other department colleagues.

12. To prepare submissions for internal capital and external funding bids made to the DfE and EFA, acting as departmental link officer, and co-ordinating the financial arrangements for projects involving a range of different internal and external funding sources.
13. To support and provide advice to the Assistant Director of PMO assisting in the management and monitoring of departmental budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
14. To provide the financial information required for the approval processes for the procurement and contractual commitment of approved capital projects.
15. To check orders, process invoice payments made to contractors and external consultants; and to manage the processing of fee claims for in house consultants, resolving outstanding claims as required.
16. To support the Assistant Director of Programme Management in representing the SSA, and where appropriate customers, in dealing with external organisations.
17. To deputise where required on specific duties for the Assistant Director of PMO.
18. To ensure all Member queries about service delivery are dealt with promptly and effectively.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Team structure



Person Specification

Job Title: Finance Manager	Grade: PO6
Section: Programme Management Office (PMO) Property Services	Directorate: Housing and Regeneration
Responsible to: Assistant Director for Programme Management Office (Property Services)	Responsible for: Assistant Finance Manager
Post Number/s:	Last Review Date: August 2022

Our Values and Behaviours

THINK BIGGER
EMBRACE DIFFERENCE
CONNECT BETTER
LEAD BY EXAMPLE
PUT PEOPLE FIRST

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of the Council's financial regulations, processes and procedures applying to the capital programme, payments and procurement	E		A/I
Knowledge of specific national funding regimes and reporting requirements e.g. Basic Need, High Needs, School Condition allocation etc.	E		A/I
Knowledge of the specific requirements for project and programme monitoring, review and reporting in the local context	E		A/I
Experience	Essential	Desirable	Assessed
Extensive experience of working with local authority financial procedures and arrangements.	E		A/I
Proven experience of successfully managing large capital budgets.	E		A/I
Experience of working with contacts at all levels both within the Council and with external agencies, incl. government departments, schools and Diocesan Authorities.	E		A/I
Skills	Essential	Desirable	Assessed
Evidence of a high level of numeracy skills	E		A/I

Ability to use standard IT packages, specifically Microsoft Excel, to an advanced level as required by the role.	E		A/I
Ability to trouble-shoot, anticipate problems and to respond quickly to prevent escalation.	E		A/I
Ability to organise and prioritise own workload, and to meet multiple/tight deadlines.	E		A/I
Good oral and written skills to provide clear and concise messages in a variety of internal and external contexts, specifically including returns of monitoring information to government and contributions to committee reports.	E		A/I
Qualifications	Essential	Desirable	Assessed
Education to degree or higher education level or equivalent by experience.	E		A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate