**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Finance Manager - Financial Management (FM) | **Grade**:  MG1 |
| **Section:**  ASCPH Finance FM | **Directorate:**  Adult Social Care and Public Health (ASCPH) |
| **Responsible to following manager:**  ASCPH Assistant Director of Finance | **Responsible for following staff:**  4 Senior Finance Officers and 1 Finance Compliance Officer |
| **Post Number/s: RWA1005** | **Last review date:** November 2023 |

**Working for the Richmond and Wandsworth Better Service Partnership**

This role is employed under the Richmond and Wandsworth Better Service Partnership. The overall purpose of Richmond and Wandsworth 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.

Richmond and Wandsworth Better Service Partnership 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 the best possible guidance to the Directorate’s Senior Management Team and Budget Managers on financial matters including budgets, value for money, technical issues and management reporting. To provide budget monitoring information to the Directorate’s Senior Management Team, Director of Resources and Members.

The individual will also be working closely with the Financial Control Team, Finance, internal and external audit as well as their line manager to provide Member information. There will also be a significant role to play in ensuring that the Directorate is able to deliver year on year savings and to provide finance support to commissioning, procurement and efficiency programmes.

**Specific Duties and Responsibilities**

1. To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.
2. To provide operational and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
3. To provide effective management of staff, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.
4. To ensure all Member queries about service delivery are dealt with promptly and effectively.
5. To advise and support senior managers on relevant service and operational matters.
6. To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
7. To assist with and as required lead change programmes within the service.
8. To ensure that effective commissioning, market testing and contract management of services processes are in place and operating to all required standards.
9. To contribute towards the development of good working relations and collaborative arrangements with relevant third-party organisations including private, voluntary and other public organisations, to forge effective partnership working.
10. To support the ASCPH Assistant Director of Finance in representing the Richmond and Wandsworth Better Service Partnership, and where appropriate customers, in dealing with external organisations.
11. Responsible to the ASCPH Assistant Director of Finance for providing comprehensive professional financial management services directly and through the management of the Team and for maintaining, monitoring and controlling the budget.
12. Maintains a continuous programme of monitoring the financial performance of the directorate, proactively identifying and resolving issues that arise and taking appropriate corrective action, including supporting budget managers in their decision making.
13. Oversees preparation of the monthly directorate forecast and budget plans, ensuring that individual forecasts are comprehensive, sound and consistent with accounting principles. Produces meaningful variance analysis report each month.
14. Responsible for year-end accounting procedures, ensuring that all income and expenditure is accounted for in line with the relevant accounting regulations within the required deadlines.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of Richmond and Wandsworth Better Service Partnerships.
* 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 Richmond and Wandsworth 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 roles within the Councils.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

Direct management of 4 Senior Finance Officers and 1 Finance Compliance Officer

Responsible for providing finance support to Adult Services Care and Public Health Directorate Senior Management Teams and Heads of Service

**Current Team Structure**

**Person Specification**

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**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond and Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

| **Person Specification Requirements**  **Assessed by:**  **A – Application form/ CV | I – Interview | T – Test | C – Certificate** | | | |
| --- | --- | --- | --- |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Knowledge of local authority accounting including the Statement of Recommended Practice and other relevant codes of practice | A/I |  |  |
| Knowledge of legislation affecting local government finance and service delivery | A/I |  |  |
| Knowledge of Adult Social Care and Public Health |  | A/I |  |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Experience of successfully leading or managing the finance aspects of projects including monitoring efficiency programmes | A/I | A/I |  |
| Experience of undertaking complex financial calculations including options appraisals, sensitivity analysis and variance analysis | A/I | A/I |  |
| Experience of simplifying complex financial issues and presenting them in a manner that the recipient understands | A/I |  | T |
| Experience of designing complex spreadsheets and using them as models for decision making | A/I |  | T |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Advanced Excel spreadsheet skills required | A/I |  | T |
| Proven oral, written and presentation skills to provide clear and concise messages in a variety of internal and external contexts | A/I |  |  |
| Demonstrate people skills including the ability to work collaboratively, build strong working relationships with key internal and external partners and stakeholders | A/I |  |  |
| Ability to apply problem solving skills on complex issues and make recommendations to avoid problems arising in the future | A/I |  |  |
| Ability to plan and manage conflicting priorities, handle multiple demands for service and meet deadlines under pressure | A/I |  |  |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| CCAB part qualified (preferably CIPFA) |  | A/I/C |  |
| Member of the Association of Accounting Technicians |  | A/I/C |  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**