



**SUPPORTING INFORMATION FOR THE POST OF**

**Corporate Finance Manager**

**37 Hours**

September 2020

Dear Applicant

**Vacant Post: Corporate Finance Manager**

Thank you for your interest in the above post.

The post will be based in the Finance Division.

I enclose an application pack which includes: application form and generic role profile.

Please ensure that you complete all sections of the application form fully. CV's are not accepted. When filling in your application form, please study the role profile carefully. If you do not demonstrate on the form that you fulfil the criteria for the position, you are unlikely to be successful in your application.

If you have not heard from us within four weeks of the closing date, you should assume that you have not been successful on this occasion.

The closing date for applications is **2 October 2020**

The interview date is **16 October 2020**

Yours sincerely,

Steph Bond  
**HR Business Partner**

## **Corporate Finance Manager**

**37 hours per week**

**£40,876 to £42,821**

**Permanent**

The main role is in delivering a balanced and sustainable medium to long term financial strategy, and assisting in co-ordinating the finance teams in order to fulfil statutory obligations, and achieve the requirements under the CIPFA "Code".

The ideal candidate should be CCAB or similar professionally qualified (preferably CIPFA) or working towards being qualified and have substantial previous experience of working within a large public sector financial environment and demonstrate a good working knowledge of technical local authority financial codes and regulations.

This position is one of two Corporate Finance Managers that together have specific lead responsible for the Council's Collection Fund, Treasury Management activities and co-ordinating the production of the Council's Statement of Accounts.

Also to provide financial advice and technical guidance, together with innovative financial solutions and strategies in order that informed and timely decisions can be made by officers and members.

Excellent communication skills are a must, as are being able to manage and motivate a small team of staff.

Benefits include private health care, essential car user allowance and professional subscription.

If you would like an informal discussion prior to applying please email Jason Jarvis, Head of Finance at [Jason\\_jarvis@n-kesteven.gov.uk](mailto:Jason_jarvis@n-kesteven.gov.uk)

The closing date for applications is **2 October 2020**

The interview date is **16 October 2020**

**Principal & Department Management D2 - Generic Role Profile**  
**POST TITLE: Corporate Finance Manager**

**JOB PURPOSE:**

To be responsible for an efficient and effective service ensuring high quality service delivery and professional standards to meet the organisation's priorities and ambitions as well as strong people management in line with North Kesteven District Council's Corporate Values. Significant breadth of responsibility and overall accountability for budget, resources and strategy development and execution.

**PRINCIPAL DUTIES & RESPONSIBILITIES:**

- Overall responsibility for the performance of the service to ensure the delivery of the NK Plan and Performance & Service Plans including agreed KPIs.
- Provide expert guidance to direct reports responsible for discreet work areas in order to ensure the delivery of the NK Plan and Performance and Service Plans including agreed KPIs, providing clarity around the priorities and goals of the service.
- Accountability for multiple budgets, signing off expenditure to ensure the service remains within budget.
- Develop and improve the capability of direct reports in line with the 'Our People' Strategy, motivating and mentoring them to ensure personal development and a high performing team, leading on Talent NK and succession planning for your service area.
- Accountable for the service delivery of the service in respect of the NK Plan, Performance and Service Plans including agreed KPIs, service level agreements, partnership arrangements, legislation, regulation and codes of practice.
- Lead the end of year financial processes to ensure the service meets their year end targets and sound financial management in the organisation.
- Ensure any service risks are minimised, mitigated or removed by detection, analysis and control.
- To respond to new and emerging issues, and ensure that the Council is compliant with legislative requirements, as well as ensuring it is embedded into all teams across the authority.
- Provide expertise in their area of knowledge, giving guidance to senior management and Councillors across multi-disciplinary service areas.
- Adopt a strategic approach to pre-empt customer needs, identifying opportunities and facilitating change, including workforce planning and transformation.
- Evaluate existing service delivery, taking into account customer feedback and lessons learnt to enhance and maximise service quality, efficiency and continuity.
- Responsible for ensuring the implementation of corporately-

directed change management processes to consistently improve service delivery and customer experience, taking into account legislative change where appropriate.

- Responsible for the annual planning cycle of the service to support the strategic direction of the Council.
- Identify trends, strengths, weaknesses, opportunities and threats within service that may have an impact on other areas of the organisation or the Council as a whole to enable appropriate and timely action to be taken.
- Shape the strategic direction of the service, leading the planning and organising of activities over many months, considering both the short and long term implications and to support the Council priorities and ambitions.
- Keep up to date with changes locally and nationally that may affect the delivery of the team and horizon scan for new and innovative ideas in local government and beyond.
- Produce and deliver formal reports, briefings and presentations.
- Work with existing partners and build appropriate new partnerships to ensure the needs of the community are met in an efficient and effective way and the Council is represented positively.
- Interact at a senior level across the council. Network with fellow professionals in the wider community and represent and promote the service and North Kesteven District Council as a whole, including involvement in creation of new initiatives.
- Oversee multiple projects, ensuring each is delivered to a high standard, on time and within budget, working with peers across various functions of the Council to ensure effective collaboration.
- Receive and respond to general enquiries from customers (external and/or internal), referring requests outside of one's own knowledge. base/responsibility to the appropriate person/area in order to provide an efficient and effective service.
- Monitor and maintain a safe working environment for self and others.
- Promote a positive image of the service area and the council as a whole.
- Ensure effective communication with councillors and team members at all levels.
- To undertake such other duties as may be determined from time to time, within the general scope and commensurate with the grade of the post. Duties outside the scope of the post may be undertaken with the consent of the post holder.

## **KNOWLEDGE, SKILLS & EXPERIENCE**

- Professional Qualification (where relevant) and extensive vocational experience in the specialist area of the service.
- Significant experience of managing and developing people in various discreet work areas.
- Experience of managing corporate projects.

- Experience of working with and influencing senior management successfully.
- Experience of accountability for budgets and resources and evidence of working within financial management procedures.
- Experience of developing and implementing innovative solutions and strategic planning and execution.
- Experience of writing corporate level reports.
- Senior professional knowledge of the principles, theory and practise of the service *as well as awareness of broader developments in that area.*
- *Experience of and capability to manage of systems and services within the service area.*
- Senior local government experience and how its services relate to the broader success of the Council.
- Competence to operate effectively and with discretion with regard to politically sensitive information and situations.

NKDC is a people-focused, honest and high-performing organisation, which utilises teamwork to deliver a professional service to our customers and partners and in making positive contributions in support of a District of Flourishing Communities.

All our employees are supported to manage their workload, take responsibility, be proactive about their own development, to work effectively with others, and to meet our customers' needs; and where relevant are supported to be effective managers and leaders. We expect all employees and volunteers to comply with all current legislation, Council Policy and procedures including but not limited to duties defined in the Health and Safety at Work etc. Act 1974, the Council's Health and Safety Policy, and any specific Council policies as appropriate to their role.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all employees and volunteers to share this commitment. All employees who come into contact with children, young people and adults at risk are expected to comply with all requirements detailed within the Safeguarding Policy.

We work closely with Union representatives to help ensure approaches and solutions adopted are fair and equitable across our workforce. All employees have the right to join a trade union and to take part in its activities. All employees also have the right not to belong to a trade union.

## MANDATORY JOB REQUIREMENTS

Areas of direct reporting

Director of Resources	Treasury Management
Head of Finance	Collection Fund
	Statement of Accounts

Collection Fund

- Management of fund for all preceptors and the Council's liaison lead.

- Council lead finance officer Business Rates Pool including statutory submissions.
- Liaison lead with the councils collection agents.
- Control of preceptor payments.
- Calculation, Accounting, monitoring and reporting of NNDR Appeals on behalf of the Council. Lincolnshire County Council and Central Government.
- Council Tax, NNDR and Housing Benefits write offs.
- Yearend fund reporting.

#### Statement of Accounts

- Council's corporate Accounting Policies.
- Lead liaison with the Council's External Auditors – audit requirements, audit timetable, working papers.
- Setting yearend procedures, limits and procedures for officers.
- Setting and managing the yearend closure of accounts and Statement of Accounts production timetables.
- Compilation and approval of the Council's Statement of Accounts.
- Quality control of working papers produced.

#### Treasury Management

- Treasury Management Strategy and Code of Practice and compliance with legal framework.
- Development of procedural and authorisation practices for officers involved in the day to day lending and borrowing service.
- Management of the Council's TM advice contract.
- Responsibility for the organisation, control and monitoring of loans through liaison with PWLB, Financial Institutions, Brokers, and Local Councils.
- Management of the Council bank accounts, banking contract, and cash collection contract.
- Production, calculation, monitoring and reporting of the corporate and service performance indicators for Treasury Management and the TM Service.
- Financial Instruments, policy, monitoring and reporting.

#### Other Mandatory Job Requirements

- VAT Advice
- Income Management
- Exchequer Services (Debtors and Creditors)

## JOB OVERVIEW

Knowledge	The jobholder needs knowledge of the Organisation's relevant procedures or practices plus additional technical knowledge in order to do this job. He/she also needs a detailed understanding of the relevant legislation related to his/her area of work plus a detailed understanding of the underlying concepts and principles of the specialist area within which this job operates at an advanced level. This level of theoretical knowledge is required across a whole specialist area. The jobholder also requires detailed knowledge of the associated organisational practices and procedures in his/her specialist area and an outline knowledge of the policies. Even extended previous formal training to graduate or professional qualification level, plus experience in the application of this knowledge to the specific requirements of the job would not provide a sufficient depth of knowledge to start doing it.
Mental Skills	The jobholder is regularly faced with problems or situations which he/she must resolve personally and some of the more difficult ones are not covered by existing rules, procedures or instructions. Some of these problems will require the jobholder to apply creative skills in order to develop new solutions, using novel applications of known techniques. Analytical skills are needed in order to interpret available information. When trying to clarify one of the more complex problems that he/she has to resolve, the information required can come from a variety of different sources. This information is sometimes conflicting, requiring judgement by the jobholder to assess and select/reject. The details of the problem or situation may be varied and complex. The jobholder is required to develop solutions or plans for future implementation, more than a year ahead. This planning activity can take up to 3 months to complete.
Interpersonal and Communication Skills	The jobholder is regularly required to motivate and/or train other members of staff and this requires developed training, developmental, leadership or motivational skills. The job regularly requires advisory, guiding, negotiating and/or persuasive skills at a developed level. It involves the exchange of complicated and/or sensitive information, both orally and in writing. The information can often be both complex and potentially contentious and the jobholder has to communicate this sort of information to a range of different types of audience, including non-specialists. It is, however, generally restricted to one main subject area.
Physical Skills	Keyboard and/or mouse skills, for more than just e-mails, memos, short letters or the equivalent, are necessary and integral to the main duties of the job. The jobholder has to be able to use a keyboard and mouse with both precision and speed.
Initiative and Independence	The jobholder is required to interpret policies and procedures for own work, and, in these situations, only broad service or departmental procedures and management control constrain the jobholder's freedom of action. The work involves discretion and initiative over a broad area of activity, although the jobholder is virtually always required to seek advice from more senior officers/managers on major problems.



Physical Demands	This job requires the jobholder to work in a constrained position for a small but distinct proportion of the total working time.
Mental Demands	Concentrated mental attention is required to ensure that the tasks and duties of this job are carried out correctly. This has to be applied over lengthy periods of time at least once a week. Working to deadlines is a feature of this job. While some of these are foreseeable in the normal cycle of work, others are unpredictable in nature and occur frequently. He/she is regularly subject to conflicting demands, with more than one person requiring a service or assistance simultaneously. Unavoidable interruptions occasionally make it difficult to complete the job duties.
Emotional Demands	The job involves direct involvement, both in person and by telephone, with people whose personal circumstances or behaviour could place emotional demands on the jobholder or cause emotional upset. These are mainly members of the public and exposure to behaviour giving rise to emotional upset is an integral feature of the job, occurring relatively often.
Responsibility for People - Well-Being	The work requires common courtesy or consideration if members of the public are encountered but there is little, or no, direct impact on the actual well-being of individual, or groups of, people.
Responsibility for Supervision, Direction, Co-Ordination of Employees	The jobholder is required to supervise or manage Organisation employees, or other people in an equivalent position, co-ordinating and/or managing some of them through a manager/supervisor. His/her responsibilities include the organisation, evaluation and appraisal of the work carried out by these people. The jobholder has this responsibility for a small number of people and more than three different areas of activity are covered by the work which these people carry out. These people are all based in the same workplace.
Responsibility for Financial Resources	The jobholder is personally responsible for income generation or expenditure budget(s) which are large, with considerable discretionary authority, and contributes to its/their monitoring and setting, in which he/she plays a major role in setting extremely large budgets. The jobholder also has sole responsibility for the development of certain policies and supporting procedures related to the Organisation's financial affairs or well-being to meet changes in the external financial or economic regulations or statutory requirements. This sole responsibility impacts across a whole service. He/she also provides advice and guidance both on established internal policy and on external regulations or legislation.
Responsibility for Physical and Information Resources	The jobholder's main responsibility for physical resources is for manual and/or computer information and he/she has to adapt, design, develop or procure information systems which will be used by others outside his/her service. Some of these systems are large scale with the jobholder having the primary responsibility for them.
Working Conditions	The jobholder normally works indoors and free from exposure to disagreeable or unpleasant environments. Serious verbal abuse, aggression or other anti-social behaviour from members of the public is an unavoidable, but occasional, feature of this job.

## **MAIN TERMS AND CONDITIONS OF APPOINTMENT**

### **Post of: Corporate Finance Manager**

A copy of the generic role profile and job overview are attached

### **Salary**

Salary is £40,876 - £42,821 per annum

### **Hours of work**

The hours of work are 37 per week. The Council operates a scheme of flexible working hours.

### **Holidays**

The annual holiday entitlement is 27 days (32 days after 5 years' service in local government) plus 8 Bank and Public days.

### **Sickness**

Subject to certain qualifying criteria, you will receive your normal pay when you are off sick.

### **Pension**

This is a local government pension scheme.

**The closing date is 2 October 2020**

**Interviews will be held on 16 October 2020**