

# Job description

Post title: Finance Manager  
Service area: Finance  
Grade: PO8/9  
Reports to: Head of Finance  
Your team: Finance Business Partnering/Corporate Finance  
Number of supervisees: Up to 15 staff members

## Our ambition

We're determined to make Islington fairer. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused and supported to give their very best.

We want to build an organisation where employees feel valued, inspired and empowered to help us achieve our goals and provide the best services possible to our residents.

## Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every new recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a fairer borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

## Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a fairer borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment, which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a fairer workplace and foster a culture, which empowers all staff to challenge inequality.

Fairness is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures
- Supporting people with long-term health conditions and/or disabilities

- Recognising the value of flexible working to support staff where possible

## Finance department's vision

"At the heart of the organisation, providing innovative solutions to enable and inspire the organisation, for the benefit of residents."

## Finance department's objectives

What we want to achieve:

- ***The best value for residents***-Helping the organisation to get better outcomes at a lower cost, maximising our impact for residents.
- ***The basics are always right***- We have the systems and processes to make sure things are right first time and information is democratised
- ***Impact through insight***-Putting in place the infrastructure to deliver evidence based and well managed change.
- ***A supported and empowered workforce***-Supporting and empowering staff to excel as leaders, advisors and professionals.

## Key responsibilities

### Strategic Advisory

- Inform a strategic vision for the service that enables the council to meet its future challenges, fostering a culture of innovation and continuous improvement.
- Contribute towards the development and implementation of the Council's financial strategy, fundamentally ensuring sustainability over the medium term
- Work closely with all stakeholders to ensure best use of limited financial resources, providing the strategic financial advice, insight, intelligence and support needed
- Continually review, update and report on financial risks and opportunities, advising how the risks can be mitigated and the opportunities exploited
- Proactively identify trends and changes in the operating environment (e.g. legislation, technology, policy, etc.) that could financially impact service delivery; provide advice and collaborate on potential solutions

### Financial Management

- Draw on knowledge of Council services and the related financial complexities, to ensure the provision of systems and procedures that enable effective budgetary control; ensure that variations and emerging financial pressures are drawn to the attention of budget managers, with options and plans for their resolution
- Provide senior expert specialist advice and to act on behalf of the Council on high-level complex matters, ensuring the provision of expert advice and guidance to all levels of staff, which is appropriate, accurate and timely, in relation to all aspects of the finance

function in accordance with the Council's policies and procedures and to promote awareness of good financial practice and control.

- Advise Head of Finance and Senior Finance Managers on funding, financial management and accounting requirements
- Promote a culture which empowers budget holders and supports the delivery of value for money services and knowledge of key cost drivers
- Prepare and present informative, high quality reports to senior stakeholders that aid in informed service and corporate decision making
- Advise on investment and funding strategies including investment risk and performance
- Ensure members of the team, directors and budget holders receive the financial management training required to be effective in their roles, including awareness of Financial Regulations and financial approval requirements prior to taking decisions

### Financial Reporting

- Prepare and present complex and diverse informative, high quality reports to members and other senior stakeholders that inform service and corporate consequence action decision making
- Ensure statutory and other returns are submitted accurately and on a timely basis. Prior to submission ensure senior management sign off and produce an appropriate supporting paper setting out the approach to development of the return
- Monitor and control the monthly financial reporting process ensuring forecasts are accurately included on the system or promptly escalating relevant issues backed up with appropriate analysis

### Financial Planning and Budgeting

- Support the longer-term council-wide financial position and develop financial strategies with stakeholders
- Provide support for the medium term financial planning process
- Develop appropriate financial models and analytics to determine financial impact of future service demands, changes in legislation and other factors affecting resource requirements
- Instigate, develop and support the attainment of alternative sources of funding that contribute towards identified funding gaps

### Customer Focus

- Act as a key financial advisor and service delivery partner, providing strategic support and constructive challenge through negotiation and influencing skills
- Contribute to the delivery of a high performing, customer focused finance service that is proactive and creative, looking for ways to shape and influence service decisions and taking joint responsibility for the outcomes achieved
- Engage, communicate and influence within the council, across partners and with the wider local government community to champion a unified regional and sector approach
- Foster the development of social value and community-based organisations to reduce demand and help communities more independently support themselves

## Compliance

- Ensure that all activities within the service comply with the council's constitution, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.
- Interpret and implement legislative and regulatory requirements relating to the CIPFA codes of practice, Treasury Guidance, and relevant financial legislation
- Make a significant contribution towards the closure of accounts, support the external audit opinion and deliver appropriate financial returns
- Support an effective system of financial controls across the organisation

## Leadership and Management

- Encourages staff to recognise their contribution to the strategic objectives the council has set
- Foster a high-performance culture including carrying out internal service reviews to improve value for money and efficiency
- Lead and effectively motivate staff by providing coaching, mentoring, training, professional development opportunities, and appropriate performance management
- Build a credible and responsive team who are respected for their depth of knowledge, expertise and customer focus
- Deputise for the Head of Finance as required
- Enable and encourage a flexible working environment
- Champions a culture that values equality and diversity, and ensures these are built into the delivery of services
- Promotes a culture that values continuous personal and professional development
- Demonstrates a high level of personal drive and energy that sets an example to others
- Fosters a dynamic, achievement orientated culture
- Work collaboratively with peers and stakeholders
- Takes responsibility for delivering timely and quality results with focus and drive

## Change and Improvement

- Assist in the development, implementation and review of change management programmes to deliver continuous improvement
- Proactively seek and identify commercial opportunities that generate income and provide innovative solutions to service delivery challenges
- Proactively seek and take responsibility for implementing internal process improvements, demonstrating the business case for change and benefits achieved
- Support opportunities for council-wide transformation and alternative service delivery models
- Contribute to the creation of a new digital culture within the service by embracing technology in every-day activities and actively seeking digital improvement opportunities in support of a service-wide digital strategy

## Leadership

As a member of the council's management team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council's objectives and priorities.

To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. Ensure that the performance and development framework is effective for all staff.

To lead on and ensure the effective implementation of corporate initiatives and transformation programmes that cut across the whole or part of the council's activities.

## Resources and Financial management

Ensure effective Financial Management, cost controls and income maximisation in an ever changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

## Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

## Budget responsibilities

Indirect budget management (£816 million) Work style

## Work style

Flexible/Office based

# Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

## Essential criteria

### Qualifications

Essential criteria	Criteria description	Assessed by
1.	Full member of CCAB, (preferably CIPFA), CFA, or ACT with significant post qualification experience	Application
2.	Evidence of significant relevant Continuing Professional Development (CPD)	Interview

### Experience

Essential criteria	Criteria description	Assessed by
3.	Strategic management experience, including translating organisational drivers into strategic objectives, longer term plans, new ways of working and specific outcomes, for a service in a large public sector organisation (preferably local government)	Application/Interview/Test (delete as applicable)
4.	Experience in persuading stakeholders to work together, encouraging an organisational focus on the needs of the community	Application/Interview/Test
5.	Experience preparing business cases for investment decisions including the ability to apply options appraisals and evaluation techniques	Application/Interview/Test
6.	Experience of working effectively in an area with competing demands and tight time-scales.	Application/Interview/Test
7.	Evidence of successful resources management in a multi-disciplinary environment, business planning, quality and performance management including formulating budgets	Application/Interview/Test

Essential criteria	Criteria description	Assessed by
	and financial models, resolution of conflicting priorities, applying rigorous planning challenge and appropriate control procedures	

## Skills

Essential criteria	Criteria description	Assessed by
8.	Strong interpersonal and communication and presentation skills, with proven ability to communicate complex and diverse information effectively to a wide range of audiences both horizontally and vertically, financial and non-financial	Application/Interview/Test
9.	Able to lead, inspire and motivate a range of employees and generate a positive working environment	Application/Interview/Test
10.	Ability to analyse information objectively, considering the facts and differing perspectives to reach a sound, logical conclusion.	Application/Interview/Test
11.	Sound managerial skills with a track record of developing individuals and working in high performing teams	Application/Interview/Test
12.	Ability to work effectively in a political environment and establish positive relationships with councillors, senior managers, staff, external partners and interest groups in a way that establishes confidence, credibility and trust.	Application/Interview/Test
13.	Ability to establish, develop and maintain effective relationships within organisations and externally with partner organisations	Application/Interview/Test
14.	Well-developed IT skills (MS Office suite, financial systems, data Visualisation tools (e.g., Power BI,	Application/Interview/Test

## Special requirements of the post

Essential criteria	Criteria description	Assessed by
15.	This post is subject to the council's policy on pecuniary and personal interest	Application/Interview/Test
16.	This post is designated as politically restricted	Application/Interview/Test

## Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

