

Job Description – Senior Manager

POST TITLE: Strategic Finance Manager - Woodberry Down Regeneration

DIRECTORATE: Finance & Corporate Resources

SERVICE: Directorate Finance Support, Climate, Homes and Economy Directorate

GRADE: PO13

LOCATION: Hackney Service Centre

RESPONSIBLE TO: Director of Finance

RESPONSIBLE FOR: Team of up to 20 staff

BROAD PURPOSE

1. To be a lead finance officer in the directorate, responsible for providing strategic high level financial advice and support to senior management.
2. To have overall responsibility for the strategic management of the directorate, financial management, including financial strategies, revenue and capital budgets, the accounts, financial systems and financial information to Members and third parties.

SCOPE (HOW THIS POST FITS IN WITH THE MAYOR'S PRIORITIES)

1. To implement a range of appropriate financial processes that ensure this area of Council activity is high performing and efficient.
2. To provide an effective, value for money, customer focused finance function across the directorate

MANAGEMENT RESPONSIBILITY:

1. To ensure compliance with the Council's performance and project management standards and take the appropriate action to address issues that may arise.
2. To manage the overall service in a manner that promotes equality of opportunity and collaborative working within the Council and with our partners to deliver non discriminatory services and to promote greater equity for disadvantaged groups.

SERVICE SPECIFIC ACCOUNTABILITIES AND RESPONSIBILITIES:

1. To lead and advise on financial issues corporately within the directorate.
2. To ensure that effective performance management arrangements are in place to achieve strategic objectives and business plans translating strategic aims into practical and achievable plans.
3. To review stakeholder requirements, standards of service, levels of performance and customer satisfaction in the context of Council objectives and communicate the results to Members and management. To support Member involvement in financial management.
4. To set appropriate three-year financial targets, based where possible on benchmarking data, for the Council and its partners that are consistent with Council policies and the Medium Term Financial Plan and monitor performance against them.
5. To be responsible for the budgets, their management and other resources allocated to the service within the regulations of the Council, ensuring appropriate monitoring to avoid overspends.
6. To support the preparation of the directorate strategies and plans, including the impact of government and partnership initiatives, advising on their financial implications and ensuring they are linked to financial planning and management.
7. To set appropriate financial targets for the directorate, including partners and monitor performance against them.
8. To provide timely, relevant and accurate financial information to all stakeholders including, Cabinet, scrutiny committees, chief offices, district audit and external agencies.
9. To develop, maintain and document effective financial systems to record and report on all the financial transactions, assets and liabilities for the service and relevant partners, in accordance with the statutory, professional and operational standards.

10. To develop, maintain and document effective financial management and control systems that complement service delivery arrangements, in line with the CIPFA FM model and other measures of good practice.
11. To maximise external funding for capital and revenue schemes to deliver Council priorities by identifying potential funding streams and supporting the build process.
12. To undertake other duties commensurate with the grading of the post as they may be determined.

ESSENTIAL REQUIREMENTS:

1. Track record of strategically managing major capital and revenue budgets while delivering high quality value for money services.
2. Evidence of managing and directing major service delivery initiatives and projects from inception to implementation within budget and within set timescales.
3. Track record of strong effective leadership, with proven ability to provide vision and direction to managers, individuals and teams and to gain ownership, commitment, trust and good morale.
4. Track record of developing and embedding high performance management culture with a clear development focus, including translating strategic plans into individual and team up directives.
5. Track record of effective strategic planning and the delivery of high-quality customer focused services.
6. Track record of applying strong analytical skills and lateral thinking to develop creative initiative of service solutions.
7. Evidence of highly developed oral, written and presentational skills.
8. Detailed understanding of the uses and implementation of financial information systems and new technology.
9. A track record of delivering and managing services in a manner that promotes equality of opportunity.
10. The post-holder must be aware of and comply with health and safety legislation and Council health and safety policy as relevant to the post.
11. Required to work outside of normal office hours and to attend evening meetings or committees for which no overtime will be paid.

12. This post is politically restricted in accordance with the provisions of section 2(g) of the local government and housing act 1989.

CERTIFICATION AND QUALIFICATIONS:

Qualified CCAB accountant or equivalent.

Person Specification

POST TITLE:	Strategic Finance Manager (Economy, Regeneration and New Homes)
DIRECTORATE:	Finance & Corporate Resources
SERVICE:	Directorate Finance Support, Climate, Homes and Economy Directorate
GRADE:	PO13
LOCATION:	Hackney Service Centre
RESPONSIBLE TO:	Director of Finance
RESPONSIBLE FOR:	Team of up to 20 staff

Candidates do not need to address these competencies when completing the application forms. Candidates who are shortlisted will be required to undertake a range of assessments that enable them to give a full picture of their match with Hackney school values and competencies.

1. ACCOUNTABILITY:

Ownership

Takes personal interest and responsibility for performance in an area and for the organisation. Owns and lives the values of Hackney. Is prepared to support others and take responsibility acting as a role model for integrity and involvement. Looks to seek constant improvement through a culture of shared responsibility, Risk management and a genuine commitment to the values of public service. Takes personal responsibility for keeping their own knowledge up-to-date.

Holding to account

Effective managers at Hackney have strength of results but they can use in both holding others to account as well as being prepared to be held accountable for their own responsibilities

They set clear targets for performance for themselves as well as others and ensure that processes are in place for individuals to deliver on their responsibilities. They foster a culture of responsibility not blame and I've committed to effective intervention and leadership if performance slips. They set and apply clear boundaries for accountability and ensure there are clear protocols in place that are applied consistently. They take personal responsibility to ensure requests for actions are followed up and delivered.

Broad scanning

Effective Managers at Hackney look beyond the confines of their own directorate. They are aware of the trends and influencing factors for stakeholders both within Hackney and beyond. They keep themselves informed of national developments and look to identify the impact at local levels. They get out personally to find out what is happening and ask the key questions to ensure they get an understanding of the real issues. They ensure that they identify the key stakeholders, understand their viewpoint and ensure that all stakeholders are informed effectively.

2. PERSONAL IMPACT:

Leadership

Effective Managers at Hackney model excellent leadership and the ability to take their people through change. They are able to create immediate credibility both with their own people and others. They are able to Articulate the vision with compelling clarity and empower others to deliver it. They are committed to supporting the vision and are able to inspire others to contribute and drive the vision as part of the single / ethos. They create an inclusive and empowering culture that enables individual growth through responsibility with coaching and support.

Communication and influencing

Effective Managers at Hackney can communicate and influence others from a wide range of backgrounds. They are fully aware of their own personal style and how to adapt this to meet the communication needs of many diverse audiences. They understand the need to influence others and can use a range of multilayered strategies as well as subtle influencing tactics to generate buying. They are prepared to think creatively around the influencing and communication styles and approaches.

3. DELIVERY:

Drive and resilience

Effective Managers at Hackney have the drive, energy and motivation to ensure things get done. They have the ability to cope with setbacks and use them as learning opportunities for the future to ensure continual service improvement. They are driven to succeed and see opportunities where others may see problems. They can recognise anxiety and doubting others and inspire them to keep things in perspective through their confidence and support. They support decisions at high levels and are confident enough

to constructively explore options for delivery in a constructive manner. They operate a “can do” attitude.

Setting direction

Effective Managers at Hackney are prepared to take action now to shape and implement a vision for the future development of services. They are able to stand back from operational demands and take a long-term, strategic, overview of service provision within Hackney. They are prepared to take decisions based on their ability to quickly crystallise key points from a mass of disparate information and sources. They can think innovatively around strategic issues and encourage their teams to think independently. They can easily move from strategic to operational issues making the clear link between them.

4. WORKING TOGETHER:

Working in partnership

Effective Managers at Hackney have the ability to work in genuine partnership with a range of diverse stakeholders. They build strong relationships across the Council and ensure that they model collaborative working to their team. They think across boundaries and are dedicated to the “one Council” approach and are aware of the views and needs of external stakeholders. They are sensitive to viewpoints and constantly strive to share information and support others to meet their objectives. They create team spirit and demonstrate strong empathy for others through effective listening skills and a genuine appreciation of the pressures that others face.