JOB DESCRIPTION

Post Details – Primary

Job Title	Financial Services Manager		
Service	Resources		
Job Location	Town Hall, Matlock		
JE Number	JE001	Grade	13

Post Details – Other

Political Restriction	Yes
DBS/BPSS Checks	No
Responsible to	Director of Resources (S151 Officer)
Responsible for	Principal Accountant Senior Accountant x 2

Main Purpose of Post

To lead the financial services team on a day-to-day basis to provide timely and effective financial advice for all areas of the Council and to actively contribute to the delivery of the Council's objectives.

The post holder will also be an active member of the Council's Senior Management Team and support the S151 Officer (in deputy capacity) in carrying out their functions.

Financial Services includes Accountancy, Treasury Management, Accounts Payable and Accounts Receivable, Insurances, VAT and other (non-employment) taxation issues.

Main Duties and Responsibilities

1	To lead, manage and develop all staff in the Financial Services Team, with direct line management responsibility for the Principal Accountant and two Senior Accountants. This includes responsibility for team and 1:1 meetings, Performance Development Reviews and Absence Management.
2	Provision of financial evaluation and advice to the Corporate Leadership Team, Senior Managers and Members when required, including: • monitoring the Council's overall financial position, including financial forecasts and updating the Medium Term Financial Plan; • advice on the financial implications of legislative and other changes • financial risk assessments on Committee reports • financial evaluation and advice for service reviews or service changes • financial evaluation and advice for tenders, when requested by service managers, including costing for in-house bids if required.
3	Overall responsibility for Financial Services functions including:- ❑ Preparation of Spending Proposals for both revenue and capital expenditure;

	❑ Provision of financial management information to service managers and ensuring adequate budgetary control; ❑ Preparation of the annual Statement of Accounts; ❑ Capital and Treasury Management ❑ Collection Fund Accounting ❑ Accounts Payable: Creditor Payments and Purchase Orders ❑ Accounts Receivable: Billing, collection and recovery of Sundry Debts (not council tax or non-domestic rates) ❑ Parish precepts and reimbursable expenditure ❑ Insurances ❑ Banking and bank reconciliation.
4	Co-ordination of the budget and council tax setting processes.
5	Co-ordination of year-end processes and the preparation of the Statement of Accounts within the statutory deadline and in accordance with the Accounts and Audit regulations, relevant Accounting Standards and CIPFA Codes of Practice to include preparation of working papers to meet the external auditor's requirements and liaison with the external auditor.
6	Co-ordination all financial returns, grant claims and calculation of financial performance indicators.
7	Responsible for the Council's VAT and other (non-employment) taxation.
8	Responsible for the Council's insurance arrangements.
9	Arrangement of procurement and tenders for goods and services relevant to Financial Services, for example banking services and overall banking terms and conditions.
10	Preparation of committee reports for Financial Services issues, including Annual Budgets, Council Tax Setting, Statement of Accounts, Treasury Management and Capital Programme Updates.
11	Deputising for the Section 151 Officer in their absence e.g. to sign grant claims.
12	Ensuring that monthly bank reconciliations are prepared, including balancing to primary systems and that items in suspense accounts are properly managed.
13	Representing the Council at external meetings, when required.
14	Taking an active role on the Senior Management Team and representing Financial Services or the Resources Department on working groups and at internal meetings, when required.
15	Provision of training and guidance to employees, especially the financial services team, senior managers and budget holders, to improve their understanding of financial matters, ensuring that service delivery and development are optimised through a disciplined approach to financial planning and budgetary control.
16	Responsible for the following financial systems: • Financial Management System (Unit 4, also known as Agresso) • Income Management System (Capita Axis Income Management) • Asset Register (CIPFA)

	• BACS Verification & Transmission Software
17	Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

General Duties and Responsibilities

Equalities - The Council aims for equality in the provision of its services and in carrying out its public functions. All employees will implement and promote its Equality and Diversity policy in their own work.
Code of Conduct - Your duty is to serve the Council as a whole in providing advice, implementing its policies and delivering services to the local community. In performing your duties, you must comply with the Employee Code of Conduct.
Health & Safety – The Council's policy needs full co-operation from all employees who are expected to give all possible assistance towards its successful implementation and to take reasonable care of their own safety and that of others.
Staff Development - The Council's Performance & Development Review (appraisal) is an integral part of Derbyshire Dales District Council's performance management framework as well as a key employee development procedure. Those with managerial responsibility must ensure that all staff with contract hours within their section receive an annual performance & development review (PDR).
Data protection - The Council is committed to maintaining the privacy of all its staff and customers. It expects all staff to handle individuals' personal information in accordance with the Data Protection Act 2018 in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.
Climate change- The Council is committed to being carbon neutral in respect of its own emissions by 2030 in line with the Climate Change Act 2008. All employees are expected to give due consideration to the climate change and other environmental impacts of the decisions they take during the course of their employment
Safeguarding children and vulnerable adults- all employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Director. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Date this Job Description last amended	10 September 2026

Signed by Jobholder	
Print Name	
Date	

PERSON SPECIFICATION

JOB TITLE	**Financial Services Manager**
JE NO	JE001

	ESSENTIAL (Must be met to be considered for interview)	**DESIRABLE** (Required to perform job to high standard)	**AITD**
SKILLS AND ABILITIES	Ability to lead, manage and motivate a team effectively and to set clear priorities. Must be able to deal with complex financial and technical matters, with advanced skills in Excel and able to extract and interpret information from financial systems. Excellent interpersonal, oral and written communication skills in order to provide financial information and advice to a wide range of users, facilitating them to make sound financial decisions. Ability to negotiate and to influence outcomes Must be politically aware. Able to use initiative and make effective decisions. Ability to manage time and priorities appropriately to meet deadlines and cope under pressure.	Ability to deliver change and contribute to culture change successfully	A & I
KNOWLEDGE	Knowledge of local authority finance and accounting including the requirements of CIPFA's Code of Practice An understanding of the current issues affecting local government finance. Microsoft based computer packages (particularly Microsoft Excel) and financial management information systems.	An understanding of sound systems of governance and financial controls Knowledge of VAT and preparing VAT returns, especially for a local authority	A & I

QUALIFICATIONS	A CCAB qualified accountant, with up to date Continuing Professional Development	CIPFA qualification	A/I/D
EXPERIENCE	With a minimum of 3 years' experience in public sector finance, including budget setting and control, as well as the preparation of the Statement of Accounts. Experience of managing and developing staff.	A track record of working in a senior finance role within local government Experience in leading complex processes, such as the production of the Statement of accounts. Experience of Collection Fund accounting. Experience in and understanding of capital accounting and treasury management. Experience of using, maintaining and developing Unit 4 / Agresso software	A & I
OTHER REQUIREMENTS	Must be a proven team player who is willing to work flexibly, especially at peak times for projects with statutory deadlines e.g. statement of accounts and budget setting.		A & I

Assessed by: A = Application form I = Interview T = Test D = Documentary Evidence