** Role Profile**

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| **Reference Number** | FIN005 | |
| **Role Title** | Finance Manager | |
| **Directorate** | Resources | |
| **Department** | Finance | |
| **Reports to** | Assistant Chief Finance Officer | |
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| **Role Purpose** |
| To partner with a service area or corporate centre of BCP, providing financial advice and guidance to deliver a comprehensive financial accounting, management accounting and advisory service. This role will lead and manage a team of Accountants in delivering this finance service to a specified area of BCP, and in collaboration with other Finance Managers will support the Assistant Chief Financial Officer to compile and monitor the annual budget and financial plans across the Council. |

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| **Accountabilities** |
| * Provide consistent and comprehensible financial advice and support to a designated service area to enable effective decision making and ensure stakeholders are advised of the financial implications of decisions. * Lead the production of financial reports and information for service area to ensure accurate financial information is available and financial results are monitored effectively. * Lead on the financial aspects of policy development for service area by devising solutions to problems and establishing methodologies to allocate finite resources on a fair and transparent basis. * Plan, direct and monitor the work of the finance team, to ensure the proper financial administration of the service unit in accordance with policies, strategies and procedures. * Carry out complex financial analysis of business plans, service developments and project proposals to ensure effective and efficient deployment of BCP’s resources. * Contribute to the development of the overall corporate financial policy and strategy to secure a firm basis for BCP’s budget and medium-term financial plan and Treasury management. * Develop and deliver fair and transparent financial guidelines and protocols to ensure services within BCP complies with regulations and good financial practice. * Identify patterns of non-compliance with policies, procedures, relevant legislative or regulatory codes/codes of conduct, taking appropriate action to report and resolve these and escalating issues as appropriate. |

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| **Knowledge / Skills / Experience required** |
| * Professional accountancy qualification e.g. CIPFA, CA, CIMA, ACCA or equivalent. * Substantial and varied post qualification experience in a large, complex organisation. * Extensive experience of providing financial advice and support to senior stakeholders and business leaders. * Experience of managing a professional team. * Comprehensive knowledge of public sector finance, financial regulations, and reporting requirements. * Comprehensive knowledge of financial management principals and policies. * Ability to lead, engage and motivate a team. * Ability to advise, influence and negotiate based on professional expertise. |

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| **Dimensions of role** |
| * This role will manage a team of Accountants. * This role may have a staff budget and advises on the budgets and finances for a specific service area. * Planning is focused on an annual reporting and business planning cycle, will include setting objectives and the co-ordination of broadly similar work over months and up to a year. |

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| **Notes** | |
| Date: | 01/02/2021 |
| Working Conditions: | * Working conditions do not have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them. |
| Working Arrangements: | * No specified working arrangements outside of a normal working pattern. |
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