



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Finance Manager – Audit & Finance	<b>Role Profile Number:</b> SBC_10897
<b>Grade: 10</b> <b>Salary:</b>	<b>Date Prepared:</b> January 2020
<b>Directorate/Group:</b> <b>Finance, Resources</b>	<b>Reporting to:</b> Head of Finance
<b>Structure Chart attached:</b>	No

### Job Purpose

- To assist the Head of Finance in the provision of a comprehensive professional accountancy and general financial advisory service to all levels of management and Members in respect of the activities carried out within the Service Department.
- To manage staff assigned to the post
- To deputise for the Head of Finance as appropriate

### Key Accountabilities

To have day to day responsibility for a designated service or group of services:

- To compile detailed revenue and capital estimates for inclusion within the Council's budget.
- To close the annual accounts in line with corporate deadlines
- To complete government and statistical returns within published deadlines
- To provide financial support to Budget Managers and other staff involved in financial transactions to enable tight budgetary control including: -
  - The provision of accurate and timely information and advice
  - The identification of training needs and meeting those needs
  - Developing awareness of and ensuring compliance with Financial Regulations and Contract Standing Orders
  - The development of financial systems ensuring that they remain appropriate to the needs of managers.
  - The maximisation of all (current and potential) sources of income and ensuring that systems of collection meet the needs of budget managers and service clients.

- To assist in the preparation of information, including reports, for elected Members and the public in relation to financial issues and to deputise for the Head of Finance at Committee meetings, as appropriate.
- To undertake appropriate development work as required in response to changing financial regimes, new government legislation and initiatives and to determine the financial implications of policy changes/decisions
- To ensure that issues identified within internal audit reports relating to services within the Department are responded to and acted upon, as appropriate
- To manage and motivate staff assigned to the post ensuring that goals and targets are clearly defined and met.
- To ensure that day-to-day financial procedures and systems specific to the Service Department are effective and efficient.
- To ensure that the Head of Finance is aware of emerging opportunities, risks and issues in a timely manner.
- In accordance with the provisions of the Health and Safety at Work etc. Act 1974, to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council so far as is necessary to enable the Council to perform or comply with its duties under any statutory health and safety provisions.
- To be signed up to the Council's sustainable initiatives policy.
- To ensure that any identified personal training needs are discussed with the immediate supervisor.
- To undertake any other duties that can be accommodated within the grading level of the post.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

#### **Minimum**

- Sound general education demonstrating numeracy and literacy.
- A good understanding of budgetary control and financial management.
- Competent in the use of spreadsheet and financial ledger software.
- Experience of producing regular management accounts.
- Good verbal and written communication skills to deal with staff at all levels within the Council.
- Ability to work flexible hours and reconcile competing demands to tight deadlines.
- Organisational skills - to organise and prioritise workload
- Analytical skills – to critically examine information, solve problems and improve methods



Swindon Borough Council and with our external partners, including -:

- Regular contact with senior budget managers across the Council
- Officers from external partners including, but not limited to, CCG, schools, other Local Authorities and external agencies
- Regular contact with Directors.
- May have occasional contact with elected Members.

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

The nature of the work undertaken by this team requires individuals to be to work to tight deadlines, often at short notice and therefore workload management and prioritisation skills are essential.

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	