



**IPSWICH**  
BOROUGH COUNCIL

## Ipswich Borough Council Job Description: **G50c**

### **Finance Manager**

#### **Main Purpose of Job**

Management of Team.

Support the Head of Finance in provision of comprehensive range of financial services to the Council and connected entities.

Take a lead role in corporate projects and the strategic planning and co-ordination of financial activity.

Member of Finance Management Team and deputise for the Head of Finance as required.

#### **Main Duties**

1. As a member of the Finance management team:-
  - To help develop, coordinate, implement and review the annual Operational Plan for the Service, incorporating the Council's risk management procedures.
  - To identify, research and promote new and innovative opportunities to develop the service for the future including alternative methods of service delivery, external funding and partnership working.
  - To deputise for the Head of Finance.
2. Management of Team – To lead and develop section employees using delegated powers authorised by the Head of Finance. To manage and supervise employees in accordance with Human Resources policies and procedures including planning, co-ordinating, managing and monitoring staff workloads and ensure that resources, principally staff, are effectively performance managed, motivated and developed to ensure corporate priorities are met and work programmes are delivered on schedule. Ensure staff maintain an effective and positive relationship with internal and external customers.
3. Management of a team responsible for, and act as lead officer for the Council on, specific functions, which involves developing corporate strategies and guidance, co-ordinating financial activity and strategic financial planning.
4. Work collaboratively as part of major project teams making a positive contribution to the development and implementation of projects and policies,

and act as a member of corporate working groups delivering significant change programmes to the Council.

5. To be responsible and accountable for the section budgets including monitoring and reporting and the preparation of estimates as required by the Head of Finance and in accordance with the Council's financial procedures.
6. Act as strategic advisor to the Council and associated entities for complex and high-level financial activities, influencing decision making to achieve the Council's visions and priorities.
7. Formulating and developing policies that impact on external stakeholders, including debt recovery, income collection and payments to suppliers/individuals.
8. Promote and develop the use of corporate financial, procurement and management information systems to meet corporate and service management needs. Responsible for the integrity of these systems to ensure compliance with government regulations.
9. Develop capacity within the organisation for strong financial management in line with the Management Competencies.
10. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility.



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## *Person Specification*

### Finance Manager

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
<u>Qualifications</u>	Post-graduate Membership of a relevant professional body, CCAB or equivalent.	Post graduate diploma in Management	Application/ Certificate
<b>Work related experience, skills and competencies</b>	<p>Experience of developing and implementing strategy</p> <p>Experience of delivery/implementation of savings programmes</p> <p>Able to work on own initiative and make decisions without reference to others</p> <p>A commitment to providing a quality, customer focused service</p> <p>Advanced skills in use of Excel &amp; Working Knowledge of Microsoft Word//Powerpoint/Outlook (or similar applications)</p> <p>Experienced in the use of financial information systems</p> <p>Experience in setting up procedures</p> <p>Staff management in a professional office</p> <p>Comfortable deputising for senior staff, able to</p>	<p>Ability to work in a politically sensitive environment</p> <p>Local Government experience</p> <p>Attendance at Committee meetings</p>	Application/ Interview/relevant tests

	operate at the most senior levels including internal and external meetings.		
<b>Knowledge</b>	<p>Full knowledge of accounting codes, regulations.</p> <p>Demonstrable knowledge of budget setting and budgetary control</p>	Knowledge of local government finance legislation	Application/ Interview
<b>Personal skills</b>	<p>Excellent and adaptive communication skills including experience of negotiating and influencing</p> <p>Able to challenge effectively and to influence others to ensure achievement of shared objectives</p> <p>Ability to prioritise and maintain workload of team</p> <p>Ability to lead and initiate change</p> <p>Ability to work to deadlines</p> <p>Good organisational skills</p>		Application/ Interview
<b>Specialist working conditions</b>			