

<b>Job Family:</b>	<b>Policy &amp; Advisory Operational Management</b>	<b>Grade:</b>	<b>10 (TBC)</b>
<b>Job Title:</b>	Financial Reporting & Control Manager	<b>Directorate:</b>	Resources
<b>Date:</b>	<b>18 November 2019</b>	<b>Version:</b>	<b>1:1</b>

#### **Role Profile - Details Specific to Job Family**

These roles provide a broad service that set policy and provides advice to support and assure all of the council's day to day activities. They gather information required by other groups to make strategic decisions and translate this into corporate policy and strategic advice. They have little or no direct accountability for outcomes; however, what they are accountable for is the quality of advice they provide to business leaders.

At the lower levels, these roles tend to focus on research and analysis and the interpretation and implementation of policies. At the higher level, role holders set strategy, develop policy and provide assurance across the Council more broadly.

#### **Role Profile - Details Specific to Grade**

Roles will focus on interpreting and applying policies to support local needs. Thinking is focused on specific parts of the Council rather than the Council as a whole and is usually limited to the annual business planning cycle. Will operationalise plans and deploy resources to meet these plans and objectives

Lead professionals delivering a capability to ensure the effective, cost efficient delivery of a support service.

#### **Brief Description of job role and department**

The Shared Finance Service ambition is to add value, inspire success and this role is part of the Shared Finance Service (SFS) collectively responsible for delivering SFS activities to realise this ambition. The role provides direct support to the Head of Financial Reporting & Control and may be required to deputise as required.

The post holder is required to support the Head of Financial Reporting & Control to maintain the integrity of financial records and accounts for Kingston and Sutton. The post holder will take responsibility for leading and managing the annual closing process and in year financial reporting to senior officers. The post holder will also provide leadership to the systems and control functions. The post holder will work as part of the Senior Leadership Team of the service to provide inspirational leadership and drive cultural change to ensure the service reflects the INSPIRE values and achieves excellent outcomes.

#### **Representative accountabilities**

- Apply professional judgement to interpret and apply policies and procedures to meet specific local or service needs.
- Provide day to day management and professional supervision to staff to ensure operational plans and activities are delivered effectively.
- Provide assurance that the Council's operations are being conducted within defined regulatory, statutory and professional standards.
- Lead small projects and implement changes and improvements within agreed cost, time and quality standards.
- Where relevant manage service level budgets and resources in order to support the delivery of intended outcomes and demonstrate value for money.

### **Budgetary accountabilities**

- Responsible for provision of support, advice and challenge on the accounting and control of both Kingston and Sutton bank accounts and budgets
- Responsible for supporting the Head of Financial Reporting & Control to maintain the integrity of both Councils financial ledgers and financial reporting, and to provide strong financial control and stewardship of Council finances
- Responsible for the management of 1-10 FTE's

### **Specific accountabilities**

#### Leadership & Management

- Take a proactive role in providing inspirational leadership to the finance team as part of the Senior Leadership Tier of the shared finance service
- Provide direct line management of 1-5 staff to deliver financial reporting and control activities
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- Support staff development through coaching and mentoring across the service, helping to fulfil the Shared Finance Service ambition of growing our own talent
- Play an active role in Council leadership networks and lead by example to embed corporate values and beliefs

#### Functional Responsibilities

- Lead the development of accountancy expertise within the Shared Finance Service ensuring appropriate accounting knowledge and advice is provided to both Councils
- Support the Head of Financial Reporting & Control to provide consistently high quality support, advice and challenge to the Assistant Directors (Finance) and the s151 officers in all aspects of financial reporting and control
- Support the Head of Financial Reporting & Control to manage and report corporate financial health and in year budget monitoring updates, ensuring key issues are communicated effectively to colleagues in the Financial Planning & Business Partnering Team to inform financial planning
- Lead on the management and control of the Councils balance sheet, grants, reserves and corporate funding to protect the integrity of the accounts, to manage

financial risk, and to support the ADs Finance and the S151 officer in strategic management of the Councils financial position

- Develop and implement effective financial controls that ensure the accurate and timely allocation of income, protect the Council against fraud and financial crime, and provide assurance over both Council's banking arrangements
- Support the Head of Financial Reporting & Control to commission and manage the Councils banking contracts, tax advisory services, and financial subscription services
- Lead the annual closing processes and provide technical accounting expertise to support the Head of Financial Reporting & Control to produce the statement of accounts in line with statutory guidance and timescales
- Develop effective working relationships with internal and external audit to enable the delivery of external audit opinion on the accounts by the statutory deadline
- Provide leadership and direction to the management of finance systems, exploring new and emerging digital tools to enhance the financial reporting and control function, to reduce costs through use of automation and cognitive computing, and to support the SFS to become a market leader for digital finance services
- Be one of two managers responsible for the line management of staff providing accounting, control, systems and taxation expertise
- Take responsibility for creating a centre of specialist expert knowledge of Local Government accounting, reporting requirements and governance
- Provide high quality professional advice on the financial accounting implications of proposals and draft financial comments on Committee Reports to inform decision making
- Lead on the development of a SFS culture that encourages challenge and empowers finance staff to challenge services to deliver more from their financial resources by testing the status quo and seeking improved outcomes
- Empower staff to fulfil their potential and create interesting & varied career paths through effective apprenticeships and training schemes and supporting individuals to gain relevant financial qualifications

**Person specification (knowledge, skills, experience and behaviours required in the role)**

**Essential Knowledge and/or Experience**

- CCAB (or equivalent) qualified
- Detailed knowledge & experience of closing the financial accounts for a large Local Authority, including liaison with Internal and External Auditors.
- Experience of leading or contributing to the production of Local Authority statement of accounts
- Knowledge and experience of financial reporting requirements for a Local Authority
- Experience of identifying and delivering service improvements or digital innovation to reduce costs and achieve better outcomes
- Knowledge and understanding of financial control and governance processes that provide strong stewardship of public monies

**Desirable Knowledge and Experience**

- Knowledge of financial reporting requirements for Local Authority owned companies and other alternative delivery models

- Experience of producing group accounts
- Experience of leading or providing financial support to change programmes and business improvement initiatives.
- Experience of leading and managing a team to achieve corporate priorities
- Experience of interpreting complex or detailed legislation, policy or strategy documents to identify financial implications and deliver insight
- Knowledge of financial systems and experience using Business World (Agresso) or similar packages to deliver useful management information and complete statutory external reporting requirements
- Understanding of Local Authority taxation including VAT

### **Capabilities and Behaviours**

- Strong numerical and analytical skills with ability to provide detailed and accurate information at pace with little oversight
- Capability to work independently, making decisions and taking responsibility for resolving issues
- Ability to interpret complex or detailed legislation, policy or strategy documents to identify financial implications and deliver insight
- Ability to manage conflict or competing objectives to deliver creative and innovative solutions that contribute towards achieving corporate priorities
- Strong performance management capabilities
- Ability to develop strong working relationships and establish personal credibility with a wide range of stakeholders both within and outside of the Council
- Flexible and agile approach to work that focuses on achievement of outcomes and high quality services that meet customer needs
- Enthusiastic and empathetic approach to coaching, mentoring and inspiring colleagues using high levels of emotional intelligence to achieve high standards of personal and team performance
- Creative approach to problem solving and improving delivery of finance services
- Commercially astute mindset that is open to change and embraces innovation
- Open and adaptive approach to leadership, taking personal responsibility for achieving success for the Shared Finance Service

### **Mandatory accountabilities/requirements for all LBS staff**

- Ensure all health and safety standards are adhered to for the relevant work area
- To carry out duties and responsibilities in accordance with the Council's Core Values and Equality & Diversity Policy and all other Borough and departmental policies and procedures