

Job Family:	Policy & Advisory Operational Management	Grade:	10
Job Title:	Capital & Commercial Finance Manager	Directorate:	Resources
Date:	18 November 2019	Version:	1:1

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 Commercial Finance & Investment and may be required to deputise as required.

The post holder is required to support the Head of Commercial Finance & Investment to provide expert advice and guidance regarding the Councils' Capital Programme and Commercial programmes. The post holder will take responsibility for leading and managing the development of the Councils' Capital investment programmes. The post holder will provide commercial finance support to a number of Council programmes and will be recognised as an expert in commercial finance models. 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

- Support the Head of Commercial Finance & Investment to lead and coordinate the development of Capital Investment Programmes for Kingston and Sutton
- Support the Head of Commercial Finance & Investment to develop and implement suitable financing options for capital investment and commercial programmes
- Provide support, advice and challenge to significant Council commercial activities, including provision of financial modelling and viability testing, and delivering expert advice regarding commercial delivery vehicles
- Provide line management and budgetary control over a team of 1-5 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 support and advice to commercial programmes, to Council owned companies, and to senior officers to develop sustainable investment programmes
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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

- Line manage 1-5 FTEs within the Commercial Finance & Investment Team and provide performance management which drives high standards of performance and achieves excellent outcomes
- Lead staff across the finance service to support the Assistant Directors (Finance) and the S151 Officers to make commercially sound investment decisions
- Provide direct support to Commercial Programme/Project Managers, enabling them to play their part in protecting the financial health of the Council and supporting them to deliver robust financial management of commercial activities
- Support senior Officers to align commercial and capital investments to corporate policies and strategies including the corporate plan,

- Co-ordinate the completion of statutory returns or ad hoc requests for information relating to the Councils' capital programmes or commercial activities
- Respond to consultations and assess the financial impact of new legislation as required
- Build and maintain relationships with key stakeholders both internal and external, taking a proactive role in relevant professional networks and information forums
- Act as an enabler for services at both Councils, proactively seeking opportunities to add and preserve value through commercial activities, whilst supporting the S151 officer to fulfil their statutory responsibilities by providing a "S151 perspective" to commercial decision making
- Provide high quality professional advice on the financial implications of investment proposals and draft financial comments on Committee Reports to inform decision making
- Lead on the development of a Shared Finance Service culture that supports non-finance managers to understand and operate in a commercial environment
- Take responsibility for creating a centre of specialist expert knowledge of commercial finance, financial modelling, business case development, and capital programming
- Lead on the development of commercial acumen across both Councils
- Support senior officers to understand commercial risk and develop appropriate risk management for capital and commercial activities
- Commission specialist technical advice for commercial projects as required at both Councils, adopting a collaborative approach that enables learning and development to be offered across the wider finance service
- 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 Capital Programme development
- Detailed understanding of Local Authority Capital Accounting and associated guidance
- Experience of providing commercially focussed finance support to large programmes and projects
- Experience of developing or interpreting complex financial models
- Experience and knowledge of business case development and financial viability assessments
- Knowledge and understanding of alternative delivery models for Local Authority services
- Experience of working collaboratively with senior non-finance officers and elected officials to deliver excellent outcomes

Desirable Knowledge and Experience

- Experience of leading or working on high profile commercial programmes and projects
- Experience of financial modelling, scenario testing and viability assessments
- Experience of working collaboratively with external commercial, financial, and legal advisors to deliver a complex project
- Experience of leading and managing a team to deliver customer focussed services
- Experience of or understanding of business partnering
- Experience of assessing a range of investment models to finance capital and commercial activities
- Experience of contributing to competitive dialogue or contract negotiation processes

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
- Ability to work with a range of partners from different sectors in a commercial environment
- 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