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| **ROLE PROFILE** |

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| **Job Title:** | Finance Manager  | **Job Code:** | CS/F17 |
| **Department:** | Finance | **Version:** | 1.0 |
| **Reports To:** | Director, Resources | **Date Created:** | November 2016 |
| **No. of direct reports:** | 4 | **Member of:** | Resources Directorate Management Team |
| **No of employees in function:** | 10 | **Grade:** | M |
|  |  | **Budget:** | Budget Controller £8.5m |

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| **Is this a politically restricted Post?** | ~~Yes~~/ No *(\*if yes, see our policy on what this means)* |

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| **ORGANISATIONAL CONTEXT** |

**Our Vision as an organisation is:**

To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

**To achieve this we will:**

Secure the means to deliver projects and services needed for growth in the City Region, be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

**Our department contributes to this by:**

Providing strong financial governance and control whilst facilitating effective delivery of WYCA’s aims

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| Job Overview: |
| * To lead the finance team
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| * Ensure all competencies are in place
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| * Work openly in partnership with other authorities
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| * To manage the finance team, ensuring all financial controls and procedures are adhered to.
* To undertake regular financial and budget reporting, provide reports to officer and Member meetings and provide advice and guidance to officers on a range of financial matters.
* Design, implement and maintain the systems required for delivering the objectives of your function to support WYCA in achieving its vision.
* Take a pro-active corporate role in the management of your function including participation and delivery of your directorate’s objectives.
* Responsible for demonstrating commitment to corporate processes and ensuring that these are delivered at all times.
* Be a visible and enthusiastic manager, encouraging partnership working across the organisation.
* Influence, develop and motivate your team, taking a positive approach to their development.
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**CRITICAL SUCCESS FACTORS**

*We break each job down to explain the critical areas for success, ranked by importance.*

*These indicate the end result or outputs for which the role holder is responsible.*

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| People Management: |
| * Encourage a partnership approach to work across the organisation and externally.
* Provide clear direction, focussing on developing and motivating your team(s) to ensure targets are achieved.
* Manage the workflow of the team to deliver a strong performance management culture, where people are accountable for the delivery of results.
* Monitor productivity levels and balance of skills within your team, taking action to ensure that they are equipped to complete their work.
* Create the right working environment for your team, with a solid ethic of working towards achievement of our vision, utilising the CA’s Policies and Procedures.
* Take a proactive approach to management of change and recruitment processes, leading consultation meetings and interviews.
* Ensure appropriate communication channels are in place and effective between you and your direct reports (e.g. WYCA Exchange).
* Fulfil the HR processes associated with being a people manager, e.g. employee relations and development issues.
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| Technical Duties: |
| *•* Typically works on horizons of one year, in line with the objectives set in the business plan. *•* Provide technical support, guidance and direction to the finance teams covering nominal ledger, debtors, creditors, cash and banking, payroll, budgets and procurement.* Ensure financial records, systems and other internal controls, including standing orders and financial regulations, are properly managed, controlled and complied with.
* Ensure the annual budget is produced and that regular monitoring and reporting of variances against capital and revenue budgets takes place.
* Provide financial guidance to officers on reports for decision, grant claims, project finance, etc.
* Ensure the day to day borrowing and investment activities for the WYCA are adequately controlled.
* Provide reports and updates on budgets and financial monitoring to officer and Member meetings.
* Preparation of the annual accounts in accordance with the appropriate legislation and financial reporting standards.
* Liaison with stakeholders, including external auditors, bankers and tax advisors.
* Review and approval of grant claims, funding bid submissions and maintenance of systems supporting claims.
* Ensure the finance team has the right procedures in place to achieve your strategic objectives, developing and amending processes as required.

© Forward plan the workload of the function, thinking through potential contributions, identifying appropriate solutions and acting accordingly.© Lead by example on Health & Safety matters, ensuring compliance with WYCA’s Health and Safety Policy. |

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| Financial: |
| * Fulfil the requirements of a budget controller, as detailed in the Standing Orders and Financial Regulations.
* Deliver financial results against Corporate Key Performance Indicators.
* Analyse and appraise financial related information ensuring financial process deadlines are met.
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| Impact & Influence: |
| * Promotes the finance function and team as an enabler whilst ensuring strong management and control of budgets, expenditure and the underlying systems.
* Represent the interests of your function within the context of the wider aims of the CA both internally and externally.
* Fosters good working relations across the organisation, building effective team relationships.
* Use strong communication skills to influence with key customers and stakeholders ensuring your function is able to deliver results in line with the vision.
* Identify and find solutions to communication challenges observed within the organisation.
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*The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.*

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| THE PERSON |
| Knowledge:* Educated to Degree level.
* CCAB qualified accountant.
* Practical experience of successfully performing in a similar role.
* Understanding and experience of producing budgets.
* Practical knowledge of financial reporting standards and CIPFA/IFRS Code.

People:* Experience of managing a multi-functional finance team.
* Experience of prioritising, planning and organising workloads to manage expectations and deadlines.
* Experience of managing people including appraisals, performance management, disciplinary, recruitment and selection.

Technical:* Proficient in producing monthly financial monitoring reports for a variety of audiences.
* Proficient in the use of accounting software.
* Proficient in the use of Microsoft office.
* Demonstrable experience of managing and championing change successfully
* Strong communication skills with the proven ability to influence, negotiate and challenge.
* Experience of making compelling business cases/ reports to a range of audiences.

Financial:* Demonstrable experience of successfully managing budgets.

Impact & Influence:* Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style.
* Comprehensive experience of leading, negotiating and influencing stakeholders.
* Experienced in forming and developing effective senior level working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation.
* Comprehensive experience of providing leadership in a complex public-private sector partnership context.
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| OUR VALUE & BEHAVIOURS |
| We are proud of our culture, which is supported by our values and behaviours. You’ll want to get the full picture of how we work together to achieve our shared Vision, you can find these on our website. |