

FINANCE OPERATIONS MANAGER

Reference No.	I115.01	Type	Individual
Service	Finance		
Job Family	Service Manager 1	Grade	FC11

Purpose

Leading and managing centres of expertise providing a comprehensive financial management service within the Council. Ensuring the delivery of accurate, timely and insightful financial information and analyses as well as a high level of effective service to internal and external stakeholders, including Finance Strategic Business Partners and the Directorate Management Team.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Providing professional support on all aspects of Financial Management activity to the Finance and Corporate Services Directorate Leadership Team and Finance Strategic Business Partners, supporting and influencing key operational and strategic decisions.	Extensive experience of managing a team of a significant size (Focus on customers – See ‘How We Work Matters Framework’) Graduate calibre with supporting CCAB professional qualification	✓ ✓	
Responsibility for circa £2.5m team budget, loans charges revenue budget and managing the borrowing for the Council’s Loans Fund.	Ability to assess and manage risk (Take ownership)	✓	
Responsible for the Council’s medium and long term financial planning to ensure a strong corporate control of financial resources and influencing the council’s strategic decisions.	Proven strategic thinking with experience of developing strategies and/or translating these into deliverable plans (Deliver results) Ability to successfully manage complex budgets	✓ ✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Managing the Council's revenue and capital budget process to ensure delivery of a sustainable and affordable budget at Corporate, Directorate and Service levels. Providing support to all stakeholders.			
Advising the Council on a range of budgeting strategies and methodologies to work within the resource envelope available, e.g. PBB (priority based budgeting).			
Driving change by continually reviewing processes to identify opportunities and finding innovative and creative solutions to diverse and complex challenges.	Ability to analyse problems and determine creative and practical solutions Proven negotiation and communication skills	✓ ✓	
Responsible for the application of all legislative and policy requirements.			
Leading the development of workforce planning, ensure the deployment of contribution management and general management of the team, to support business needs.	Ability to develop and execute service action plans to ensure ongoing capacity and capability to deliver team outcomes and support business needs Ability to create a team culture where staff take ownership and responsibility and feel supported in the work they do (Work together)	✓ ✓	
Responsible for the annual accounts process for the Council and subsidiaries and for producing the annual report for Fife Council, Fife Charitable Trusts, Pension Fund and Sesplan.	Experience of preparing annual accounts in a large complex organisation.		✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Responsible for producing Whole of Government Accounts for Fife Council.			
Overseeing compliance with VAT regulations and the provision of specialist support and advice.	Knowledge of VAT regulations.		✓
Ensuring timeous and efficient completion of all relevant government and statistical returns e.g. LFR, POBE			
Leading an effective and efficient revenue, capital and pension fund monitoring process for the Council, Directorates, Trusts and ALEOs.	Experience of managing customer relationships at a senior level to ensure financial management support is informed and adds value.	✓	
Responsible for managing the provision of high quality, consistent, professional guidance and advice to all stakeholders.			
Leading a management accounting service to customers, including use of benchmarking and non-financial measures to complement existing information.			
Ensuring the councils asset management records are accurately recorded and comply with accounting regulations.			
Overseeing a £2bn Pension Fund and support pension fund sub-committee to make best value investment decisions.			
Managing the tendering process for investment managers, investment advisors, global custodian, bankers, treasury advisors.			
Managing a comprehensive treasury management and income management service.			

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Ensure that systems and processes are reviewed and updated and reviewed to effectively support the integrity of the financial and other ledgers.	Ability to optimise technology for continuous improvement (Embrace technology and information)	✓	
Identify opportunities and contribute to the development of financial and non-financial systems to maximise efficiency and customer satisfaction.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results