

## Policy and Resources (Vacancy Monitoring) Sub-Committee

### Request to Fill a Vacancy Graded NLC12 and Above

<b>Service: Finance &amp; Customer Services</b>	<b>Division: Financial Services</b>
<b>Section: Business Support</b>	<b>Post: Finance Manager</b>
<b>Grade: NLC14</b>	<b>Current Salary Scale: £ 36,429 -£43,719</b>
<b>Date vacancy occurred: 26<sup>th</sup> February 2010 and 4 September 2013</b>	
<p><b>Reason for vacancy:</b></p> <p>Original postholder took up Third Tier Officer post within Learning &amp; Leisure Services in March 2010. Policy and Resources (Vacancy Monitoring) Sub-Committee at its meeting of 21 March 2012 approved the recruitment to this post for a temporary period of 15 Months and that the position be reviewed thereafter.</p>	
<p><b>What are the consequences of not filling this post?</b></p> <p>This post is one of three key Finance Managers who have day to day responsibility for managing the Business Support teams to ensure that the Council has sound financial management arrangements and also provides financial advice to elected members and Council Services. This particular post has responsibility for the financial arrangements of Regeneration &amp; Environmental Services and Corporate Services which by their nature are very complex and diverse budgets.</p> <p>In addition to managing the team activities to ensure that these services comply with the appropriate statutory and operational financial controls this post also supports key change initiatives being progressed by the Council. This includes assisting with new initiatives such as the Clyde Valley Waste and the establishment of the new CultureNL arms length organisation.</p> <p>This post also directly co-ordinates and supports critical key Council strategic initiatives in the form of Arm's Length External Organisations (ALEO's). The Council will shortly have a significant interest in 20 ALEO's and over the last 15 months this post has developed and initiated a programme of monitoring and scrutinising all of these ALEO's which was endorsed by the Policy &amp; Resources Committee in June 2012. This has been followed up by an Annual update on these assurance arrangements to the Policy &amp; Resources Committee in June 2014, outlining the stewardship of some £86m of Council expenditure through such arrangements. This has been enhanced by a full report to the Audit &amp; Governance Panel on 28 August 2013 detailing further these essential assurance and monitoring arrangements over the last 12 months and outlining further improvements to ensure that the Council remains at the forefront of complying with best practice in an increasingly complex area of external scrutiny.</p>	

**What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?**

The Head of Financial Services has reviewed the wide range of financial services provided across the Council and the future of this post following the recent budget approvals across Council services. Given the recent downsizing and to enable smooth working across all service areas this post is seen as being essential to the future strategic and problem-solving requirements which the Council will face in the future.

Should this post become vacant again this would significantly impact on the ability of Financial Services to support the assurance levels currently provided in respect of ALEO's.

**The following documents are enclosed with this form:**

(✓)

1. **Job Description**

2. **Organisational Chart (detailing location of post in structure and including number of posts at same level)**

**I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.**

**Signature**  
**Executive Director:** 

**Date:** 27/8/13 .

**Human Resources use:**

**Date of Vacancy Monitoring Sub-Committee** \_\_\_\_\_

**APPROVE / NOT APPROVE / CONTINUE**

## North Lanarkshire Council

### Job Description

<b>Service:</b>	Finance and Customer Services
<b>Division:</b>	Financial Services
<b>Section:</b>	Corporate Finance/Business Support
<b>Job Title:</b>	Finance Manager
<b>Responsible to:</b>	Corporate Finance Manager/Business Support Manager
<b>Grade:</b>	NLC14

#### Job Outline:

Responsible for the management and performance of a corporate finance/business support group which provides a range of financial services to the Council, its Services and appropriate external bodies. To lead the work of the group in the development and delivery of corporate finance/business support services and provide guidance to senior managers and elected members on significant financial policy, financial management and business planning.

#### Main Duties and Responsibilities:

##### Overview

Manage all activities to ensure that appropriate professional advice and guidance is provided on all relevant financial issues within the scope of the Finance Manager's responsibilities.

Ensure effective arrangements are implemented and adopted for providing prompt customer focused services at all times. Deal with complex problems and high level queries from senior managers, service managers, elected members and external bodies.

Ensure that staff follows Council policies, procedures, prevailing legislation and professional standards.

Provide the Head of Financial Services, Corporate Finance Manager/Business Support Manager and Council Services with professional and management advice on matters relating to the development and maintenance of the service including:-

- Providing financial management, business planning and accounting services for a range of specified Council services.
- Ensuring that financial support provided to services is efficient, integrated and responsive to change.
- Directing the activities of Accountants, Accounting Assistants and Administrative Support staff in ensuring that revenue and capital plans, budget monitoring and annual accounts arrangements are effectively in place across the Council and its Services.
- Identifying key financial risks and addressing these as appropriate in terms of internal controls, monitoring and planning arrangements.
- Reviewing and ensuring compliance with financial regulations including SORPs and CIPFA Codes of Practice and other financial controls. Act upon internal and external audit reports relevant to areas of responsibility.

- Promoting best financial practice within client services in order to ensure effective use and accountability for revenue and capital resources. Develop and maintain effective procedures in line with Service schemes of delegation.
- Reviewing statutory and statistical returns and grant claims to ensure that the Council's needs and resources are accurately identified. Ensure that grant claims and returns are completed and submitted within required deadlines.

Prepare and monitor annual work plans and key objectives of the group in the context of the Service Plan. Manage the performance of the group to the highest professional standards and promote best practice through the sharing of knowledge, expertise and the transfer of skills amongst the staff.

Develop and maintain good working arrangements with service managers, senior and chief officers, elected members, trusts and outside bodies to ensure efficient, effective and corporate working.

Represent the Executive Director/Head of Service/Corporate Finance/Business Support Manager where appropriate at e.g. national associations, professional working groups, Council meetings etc.

Respond positively to changes affecting the service, advocate new practices and procedures and drive forward change processes. Ensure that the professional integrity of the service is maintained at all times.

The Finance Manager will be involved in a range of activities as detailed below and may interchange with other Finance Managers within the Division as the need arises.

### **Corporate Finance**

- **Capital Planning/Annual Accounts/Reconciliations/Research/Performance**

- Provide advice and co-ordinate and lead on research into financial matters and funding arrangements, including UK Government and Scottish Government announcements. Ensure the preparation of briefing papers and supporting analysis to promote the case for North Lanarkshire.
- Manage the interpretation and application of new legislation and changes in accounting standards. Co-ordinate the Council's response to consultation on proposed changes to accounting practices.
- Manage the preparation of the Annual Accounts of the Council and associated bodies in accordance with legislative accounting requirements and professional standards. Ensure that all revenue, capital and expenditure accounts are properly reconciled and that all working papers are effectively maintained and available for audit inspection.
- Work closely with the Corporate Finance Manager to produce and develop the Capital Investment Strategy and Capital Programme, taking into consideration policy practices, income and expenditure forecasts and projected funding levels.
- Prepare reports to senior management and the Council on the performance of the Capital Programme.
- Co-ordinate the provision of financial advice for major strategic initiatives, assessing delivery methods and affordability levels.

- Ensure the effective management and maintenance of the Fixed Asset Register and associated capital accounting requirements.
  - Work closely with the Corporate Finance Manager and Business Support Manager to produce the Council's Financial Plans and various financial and statistical documents.
  - Ensure effective ledger control, including monitoring of Trial Balances and maintenance of data files for Ledger, Cash Book and IDT modules. Ensure effective control and reconciliation of ledger suspense accounts, timeous payovers in the relevant areas and submission of the appropriate returns within deadlines.
  - Promote and develop a performance management framework throughout Finance and Customer Services, ensuring regular performance information is available to senior management. Provide support and guidance on actions required to achieve identified improvements and targets. Contribute to the development of public performance reporting by the Council with particular reference to financial information.
  - Participate in the Service's response to continuous improvement, review service activities, develop Service targets and performance indicators and monitor actual performance against targets.
  - Ensure the provision of VAT services, including overseeing the proper treatment of VAT across the Council. Develop and maintain VAT procedures, complete accurate and timeous statutory returns. Liaise with VAT consultants on the undertaking of periodic compliance reviews and helpdesk maintenance.
  - Ensure the investigation and appraisal of the financial performance of companies and other bodies who wish to conduct business with the Council.
  - Develop and maintain the Service's Trainee Accountant and Modern Apprentice in Accounting programmes.
- Treasury Management /Systems Development
    - Develop and maintain the Council's Treasury Management Strategy, Investment Strategy and Prudential Indicators in accordance with recognised codes of practice, including the timing of borrowing, the source and types of funds, risk control, internal funds, cash flow and debt rescheduling. Prepare Treasury Management monitoring reports and the annual report on the Council's Treasury Management performance against the Annual Strategy.
    - Manage the Council's loans fund portfolio and oversee the day to day borrowing and investment arrangements in line with approved Treasury Management Policy.
    - Ensure the preparation, monitoring and control of budgets for interest costs, bank charges and debt management costs. Co-ordinate the production of the loans fund abstract of accounts to the agreed timescales.
    - Manage the relationship with the Council's bankers ensuring that banking services are efficient and effective and comply with service specifications.
    - Co-ordinate the management of the Council's lease arrangements in the context of service requirements, best value and funding implications.
    - Manage the administration of the elected members' scheme of allowance and expenses.

- Manage the provision of cash and banking facilities at the Civic Centre. Oversee the arrangement of Services' imprest accounts.
- Co-ordinate the preparation of North Lanarkshire Municipal Bank financial statements and assist the Executive Director of Finance and Customer Services in his statutory duties as Company Secretary, including completion of annual returns and tax statements.
- Assist with the development and implementation of the Finance and Customer Services' IT strategy.
- Evaluate, develop and implement appropriate financial systems and provide an administrative service for the corporate financial management system (eFinancials), the corporate procurement system (PECOS) and other corporate financial systems. Provide training, support and guidance to users of the corporate financial management system.
- Ensure the investigation and appraisal of the financial performance of companies and other bodies who wish to conduct business with the Council.
- Implement procedures concerning topical systems issues, for example, Disaster Recovery and Business Continuity Management.

### **Business Support**

- Support the Business Support Manager with the preparation of both Service specific and total Council annual revenue budgets in line with prescribed timetables and deadlines.
- Liaise with senior management of other Services regarding required input to the revenue budget process; ensuring timetables are maintained and identifying resource requirements and efficiency opportunities.
- Ensure that Service's revenue and capital budgets are continuously monitored, with effective financial arrangements being maintained at all times for all Council Services.
- Liaise with service personnel and Corporate Finance regarding preparation of documentation needed to complete the Council's Annual Accounts, ensuring compliance with legislative accounting requirements and professional standards and maintaining accurate working papers.
- Assess the financial governance arrangements of companies and partnerships in whom the Council has a funding or controlling interest, reporting findings to Council as required. Support Board Director and Council Representative responsibilities, through reviewing strategic and operational plans to ensure consistency with Council aims, objectives and budgetary provision. As required, ensure financial support necessary for satisfying the Council's statutory responsibility regarding entities' financial statements is provided in accordance with relevant timescales.
- Manage financial support and input provided to senior management in Services regarding development of service policies, strategies and initiatives, ensuring financial resources are aligned with Service Plan priorities and are in accordance with affordability levels and Best Value. Actively assist Service management in the delivery of the transformational and shared services agenda by providing professional guidance and support on Business planning and financial management.

- Promote and develop the use of optional appraisal and other business and analytical techniques in support of continuous improvement.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

