

**Manchester City Council
Role Profile**

**Manchester Energy Network Group Finance Lead, Grade 12
Financial Management, Corporate Services**

Reports to: Assistant Director: Commercial Governance and Corporate Energy

Key Role Descriptors:

The role holder will provide strategic support and assistance to the Directorate or Corporate Finance Lead for the strategic management of all financial matters for the allocated group of services either within Directorate Finance or within the Corporate Core.

The role holder will assume lead responsibility for day-to-day professional financial and budget management activities.

The role holder will lead the development, support, monitoring of a robust and consistent financial management and reporting practices either within Directorates or the Corporate Core.

Key Role Accountabilities:

Support the Chief Accountant, Finance Leads, Head of Finance and Deputy City Treasurer in the continuous improvement of financial management arrangements that will provide assurance that the council is delivering its priorities within budget.

Work effectively with all Corporate Core functions ensuring that financial management arrangements are aligned to the organisational design principles and corporate strategy.

Develop, implement, and monitor the use of effective systems and procedures which deliver high-quality levels of financial performance.

Provide strategic support in ensuring sound financial management, budget strategies and reporting arrangements are in place to assist the delivery of strategic corporate and directorate plans.

Effectively lead, manage, and develop a team of staff, ensuring a high level of performance and quality of service at all times.

Take the lead on all finance issues for their group of services in Directorates or the Corporate Core, including day-to-day financial management, support for the delivery of the budget strategy and the effective delivery of financial advice and information.

Oversee and agree the production of the capital and revenue budgets and provide professional support in the achievement of financial targets set. Oversee and agree the production of financial returns.

Oversee and ensure that the accounts are closed and reported in an accurate and timely manner in accordance with statutory requirements.

Accountable for the development and implementation of effective budget monitoring systems and to ensure that managers and staff within the services they support are adequately trained in their use.

Provide financial advice and support to the delivery of key capital and revenue projects and support the development of innovative financial models and new ways of working that support the council to achieve its key objectives.

Accountable for the implementation of systems and procedures for ensuring proper application of the City Council's financial and accounting requirements, the proper application of The CIPFA's Code and ensure financial probity generally across all areas of their services.

Accountable for keeping up to date with any legislative or accounting changes including consultation, guidance or regulation impacting on the Local Authority or other relevant external bodies and ensuring that the implications are understood, and effective implementation arrangements are in place.

Ensure preparations are in place so that City Council's corporate policies, procedures, and relevant service standards for resource procurement, managing budgets, quality and risks are implemented by staff.

Personal commitment to continuous self-development and service improvement

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Group Finance Lead – Key Competencies and Technical Requirements

Our Manchester Behaviours

- **We are proud and passionate about Manchester.**
- **We take time to listen and understand.**
- **We ‘own it’ and we are not afraid to try new things.**
- **We work together and trust each other.**
- **We show that we value our differences and treat people fairly.**

Generic Skills

- **Communication Skills:** A skilled communicator in terms of the political/ officer interface who exhibits integrity and creates rapport, trust, and confidence.
- **Strategic Thinking:** Thinks and acts cross-functionally and cross-organisationally, beyond one's own professional areas of specialism, perceiving the wider picture and the implications of short-term decisions for the achievement of long-term strategic goals.
- **Problem Solving and Decision Making:** Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure.
- **Planning and Organising:** Sets clearly defined objectives, plans activities and projects well in advance and takes account of risks and changing circumstances; identifies and organises resources and manages time effectively monitoring performance against milestones and deadlines.
- **Analytical Skills:** Application of strong analytical reasoning skills and intellectual focus, taking in the wider external and internal environments and proactively think through problems rather than reactively following a procedure-driven approach.
- **People Management:** Effective development, management, and motivation of staff within service area, providing leadership and planning for the work of a service-based function or Council wide team. Establishes clear targets and monitors progress to ensure continuous improvement in service delivery.
- **Financial Management:** Excellent financial planning skills to develop short-, medium- and long-term financial plans with an ability to budget proactively with large, high-risk, or volatile elements being identified and cross-referenced to operational activity.

Technical requirements (Role Specific)

- Must be a qualified CCAB Accountant.
- Experience of preparing, managing, and monitoring significant revenue and capital budgets in a large and complex organisation.

- Experience of preparing and managing the preparation of annual financial accounts in a large and complex organisation.

Portfolio Focus

- To lead all financial activities for the Manchester Energy Network Special Purpose Vehicle as directed by the SPV Board and Manchester City Council as Shareholder.
- Planning, co-ordination and preparation of medium-term budget setting linked to the development of the business plan.
- To effectively lead the implementation of the new multi-functional finance and commercial model developed specifically for the business.
- Lead the development and implementation of a range of financial policies for the business to ensure transparent and effective operations that are compliant with regulatory frameworks i.e. Ofgem, HMRC, etc.
- Be accountable to the Manchester Energy Network SPV Board, through the preparation and presentation of regular finance update reports.
- Lead support resources to deliver all financial requirements of the business effectively.