

Assistant Finance Manager

- Service area: Finance
- Grade: PO3/PO4
- Reports to: Deputy Finance Manager
- Your team: Finance
- Number of supervisees: Up to 3

Our mission

We are determined to create a more equal Islington, where everyone who lives here has an equal chance to thrive.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

[Watch our video](#) to hear more about our mission and how you can help us achieve it from the Leader of the Council, Cllr Kaya Comer-Schwartz.

Finance department's vision:

“At the heart of the organisation, providing innovative solutions to enable and inspire the organisation, for the benefit of residents.”

Finance department's objectives What we want to achieve:

- The best value for residents-Helping the organisation to get better outcomes at a lower cost, maximising our impact for residents.
- The basics are always right- We have the systems and processes to make sure things are right first time and information is democratised
- Impact through insight-Putting in place the infrastructure to deliver evidence based and well managed change.
- A supported and empowered workforce-Supporting and empowering staff to excel as leaders, advisors and professionals. Primary job function

- To support the efficient and effective provision of a comprehensive finance function, including all aspects of the annual estimates process, budget maintenance, monitoring, control and reporting and the year-end closing of accounts, in accordance with statutory requirements and the Council's policies and procedures, statutory returns, ad hoc requests and project work.

To be responsible for supporting the prompt, efficient and accurate provision of financial information.

- The post holder will be expected to work flexibly across the service as directed by senior staff and could have different reporting lines for completion of tasks including direction by a strategic member of the service.
- The post holder will be expected to adhere consistently to the Council's financial processes for all key areas including budget monitoring, budget build and closure of accounts

Key responsibilities

- To be responsible for supporting the Deputy Finance Manager with the induction, training and motivation of the Finance Team staff, who have responsibility for covering the team's functions, in accordance with the Council's policies and procedures.
- Actively support the development and training of the junior staff in the team
- To be responsible for supporting the efficient and complete preparation of detailed revenue and capital expenditure and income budgets in conjunction with operational managers and strategic finance staff, in line with the Council's policies and procedures.
- To be responsible for supporting the continued development, maintenance and review of budget monitoring, control, reconciliation and reporting in conjunction with operational managers and to contribute to the continuous improvement of departmental systems in line with financial best practice as required by the Head of Finance/Finance Manager.
- To be responsible for reviewing and improving the development of local commitment monitoring financial and activity systems used by operational managers to ensure consistency, effective reconciliation and financial best practice.
- To be responsible for effective joint working with the council's external partners and other external organisations, to ensure appropriate procedures and processes for setting, monitoring and reviewing the financial arrangements.
- To be responsible for the efficient and timely completion of specific tasks within the annual closing of accounts process, including the preparation and submission of grant claims and the on-going maintenance, reconciliation and review of the accounts for specific areas of responsibility.
- To be responsible for the preparation, analysis and provision of accurate financial and management information to be included in statutory returns and reports, in line with statutory requirements and the Council's policies and procedures.

- To be responsible for contributing to the wide range of service plans and reviews, including reviewing the cost effectiveness of services and supporting the Council's lead finance officer role in line with the Council's policies and procedures, in order to achieve value for money.
- A significant contribution towards improvements in service delivery, systems, processes and/or working methods that enhance service delivery and/or generate savings and supporting early identification of potential problems and devise and implement solutions to them.
- To be responsible for assisting with the review and update of all documentation, policies and procedures and compliance with statutory requirements, in line with professional standards and the Council's policies and procedures.
- To be responsible for assisting Heads of Finance with information for the preparation of Corporate Management Board, Joint Board and Executive reports, in particular their financial implications and responses to Members' enquiries in relation to all aspects of the finance function, as required by the Deputy Finance Manager.
- To be responsible for supporting effective liaison with the budget holders in relation to timely and accurate budget monitoring, control, reconciliation and reporting.
- To be responsible for supporting effective liaison with Government departments and statutory agencies, particularly in relation to matters including statutory returns and government grants, to maximise income due to the Council.
- To be responsible for acting on behalf of the Council ensuring the provision of advice and guidance to all levels of staff, which is appropriate, accurate, timely, verbal and written, in relation to all aspects of the team's functions in accordance with the Council's policies and procedures and to promote awareness of good financial practice and control.
- To be responsible for supporting effective liaison with external and internal audit, including the efficient filing and retention of documentation, maintaining appropriate audit trails for subsequent retrieval as and when required.
- To be responsible for the efficient preparation and production of timely and accurate routine and ad-hoc management information, in relation to all aspects of the finance function, as required by the Deputy Finance Manager.
- To be responsible for supporting effective liaison with other teams and to promote joint working arrangements and the sharing of information.
- To be responsible for assisting with the preparation and completion of complaint responses relating to the finance function, as required by the Head of Finance, in accordance with the Council and Departmental complaints' procedures.
- To contribute to the ongoing review of corporate and departmental systems and procedures and implement decisions, as required by the Deputy Finance Manager.
- To be responsible for keeping up to date with accounting and other relevant legislation, regulations, standards, service developments and initiatives and the Council's policies and procedures.
- To undertake other duties commensurate to the grade of the post.

Additional

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.

Additional to achieve P04

- Providing support for a specialist area without close supervision.
- Experience in leading a task or project at a relevant level to successful completion.

Leadership

As a member of the council's management team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council's objectives and priorities.

To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. Ensure that the performance and development framework is effective for all staff.

To lead on and ensure the effective implementation of corporate initiatives and transformation programmes that cut across the whole or part of the council's activities.

Resources and Financial Management

Ensure effective Financial Management, cost controls and income maximisation in an ever changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Budget responsibilities Budget Responsibilities:

Indirect budget management (£816 million)

Work style

Flexible/Office-Based

Person specification

You should demonstrate on your application form how you meet the criteria. Please ensure you address all the criteria as this will be used to assess your suitability for the post.

Essential criteria

Qualifications

Essential criteria	Criteria description	Assessed by
E1	Qualified CCAB (preferably CIPFA) - Desirable	Application
E2	AAT qualified or studying for CIPFA (or CCAB)- Essential	Application
E3	Substantial experience in a financial management environment at a relevant level.	Application/Interview

Experience

Essential criteria	Criteria description	Assessed by
E4	Relevant experience of budget planning, monitoring and closing of accounts.	Application/Interview
E5	Experience of providing relevant management information to non-finance managers.	Application/Interview
E6	Significant experience in using PC based systems especially spreadsheets and word processing (MS Word, Excel and Outlook)	Application/Interview

Skills

Essential criteria	Criteria description	Assessed by
E7	Excellent knowledge and understanding of accountancy concepts and principles.	Application/Interview
E8	Ability to work on one's own initiative but also to accept instruction. Excellent self management skills, prioritising conflicting demands and taking responsibility for work. Ability to work without close supervision.	Application/Interview
E9	Strong written and oral communication skills and an ability to deal effectively with queries and provide advice.	Application/Interview
E10	Ability to demonstrate a hands-on approach to work. Ability to investigate a problem or a situation beyond routine questioning, create solutions trying innovative ways and willingness to learn and adapt to new tasks and challenges.	Application/Interview
E11	Ability to work calmly under pressure and to strict deadlines and deal effectively with challenging issues.	Application/Interview
E12	Show high attention to detail and accuracy, checking output for accuracy and completeness.	Application/Interview
E13	Ability to present information in an accurate and appropriate format.	Application/Interview

E14	Ability to work on one's own or as part of a team, building effective working relationships within and across departments.	Application/Interview
E15	Ability to demonstrate effective decision making.	Application/Interview
E16	Experience assisting with the development of systems or processes	Application/Interview
E17	Willingness to learn and adapt to new tasks and challenges.	Application/Interview
E18	Ability to produce high quality working papers to the requisite standard.	Application/Interview
E19	Ability to demonstrate effective supervision and training of junior staff.	Application/Interview
E20	Apply principles of excellent customer focus.	Application/Interview
E21	Knowledge and understanding of Health and Safety legislation.	Application/Interview
E22	Understanding of and commitment to Data Protection.	Application/Interview

E23	Experience of taking responsibility for work required with minimal supervision ensuring quality, effective and quality.	Application/Interview
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Additional Requirement – PO4

E24	Knowledge of the code of practice.	Application/Interview
E25	Ability to lead on a task or project at an appropriate level.	Application/Interview
E26	Involvement with development of systems or processes, developing and implementing change in a financial environment at the appropriate level.	Application/Interview
E27	Experience with joint working and liaising with partners.	Application/Interview
E28	Ability to lead a team and effectively plan/monitor their work including quality and performance.	Application/Interview

Special requirements of the post

Essential criteria	Criteria description	Assessed by
29	This post is subject to the council's policy on pecuniary and personal interest	Application
30	This post is designated as politically restricted	Application

Our accreditations

Our accreditations include: the Healthy Workplace award; Timewise; London Living Wage Employer; Disability Confident Committed; The Mayor's Good Work Standard; Stonewall Diversity Champion; and Time to Change.

