

Job description

Deputy Finance Manager

- Grade: PO5/7
- Reports to: Finance Manager
- Direct reports: Up to 10
- Your team: Finance Business Partnering/Corporate Finance
- Service area: Finance
- Directorate: Resources

Special requirements of the post

Workstyle: Desk-based worker (Lower presence, one day a week minimum)

- Colleagues who are not usually client or customer-facing and can mostly work anywhere with the right technology. Regular on-site activities are required such as team events and collaboration that are more productive face to face

This post requires a DBS check at the appropriate level (Basic)

This post is subject to the council's declaration of interest procedure

This post is designated as politically restricted

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

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.

Overview of the role

The Deputy Finance Manager for Business Partnering plays a pivotal role in supporting service areas across the council by providing expert financial advice, analysis, and guidance. Acting as a trusted advisor, they collaborate with teams to drive strategic decision-making, optimise resources, and ensure robust financial management. Through insightful reporting and effective budget monitoring, the Finance Business Partner helps deliver value for money and supports the achievement of organisational objectives, making a tangible impact on the council's ability to serve the community. Excellent people skills and a commitment to providing high-level customer service are essential.

Key responsibilities

- Contribute to the development and implementation of the Council's financial strategy by working with stakeholders to ensure best use of limited financial resources, identifying risks and opportunities and providing advice to services and supporting their strategic vision
- Support finance managers in advising on funding, financial management and accounting requirements, and investment and funding strategies including investment risk and performance
- Promote a culture which empowers budget holders and supports the delivery of value for money services and knowledge of key cost drivers. Ensure that variations and emerging financial pressures are drawn to the attention of budget managers, and support the development of options and plans for their resolution with the finance manager
- Ensure members of the team, directors and budget holders receive the financial management training required to be effective in their roles, including awareness of Financial Regulations and financial approval requirements prior to taking decisions
- Prepare and present informative, high quality reports to members and other senior stakeholders that aid in informed service and corporate decision making
- Ensure statutory and other returns are submitted accurately and on a timely basis. Prior to submission ensure senior management sign off and produce an appropriate supporting paper setting out the approach to development of the return
- Monitor and control the monthly financial reporting process ensuring forecasts are accurately included on the system or promptly escalating relevant issues backed up with appropriate analysis
- Support the development of a longer-term council-wide financial position and appropriate financial strategies with the finance manager and provide support for the medium term financial planning process, including supporting securing alternative sources to funding to contribute towards identified funding gaps.
- Develop appropriate financial models and analytics to determine financial impact of future service demands, changes in legislation and other factors affecting resource requirements
- Provide strategic support and constructive challenge to contribute to delivering a high performing, customer focused finance service. Be proactive and creative, helping to influence service decisions and take joint responsibility for outcomes achieved.
- Ensure that all activities within the service comply with the council's constitution, Standing Orders, financial regulations, finance controls, health and safety and safeguarding responsibilities. Provide support to finance managers on the interpretation and implementation of legislative and regulatory requirements relating to the CIPFA codes of practice, Treasury Guidance, and relevant financial legislation.
- Make a contribution towards the closure of accounts, support the external audit opinion and deliver appropriate financial returns

- Lead and effectively motivate staff and enable and encourage a flexible working environment. Develop credible and responsive trainees and finance officers who are respected for their knowledge base, expertise and customer focus.
- Any additional duties consistent with the grade and level of responsibility of this position, for which the holder possesses the required experience and/or training.

Note that this is a career grade post spanning PO5 to PO7. Post holders who are currently studying but are not yet qualified will be at PO5. Successful completion of a CCAB body qualification and demonstration of additional criteria will allow progression to PO6. Further criteria being met allows progression to PO7. Decisions regarding progression are taken by senior finance leaders at a progression through the bar meeting.

Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

Essential and desirable criteria

Essential: the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

Desirable: the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	Qualified, or actively studying towards and expected to qualify in the next 6 months, CCAB (preferably CIPFA), CIMA, CFA or ACT.	Essential
2	Evidence of continuing professional development	Essential
3	Experience of working effectively in an area with competing demands and tight timescales	Essential
4	Experience in working with complex data to demonstrate trends and correlations and presenting this in clear and understandable reports	Essential
5	Strong interpersonal, communication and presentation skills with proven ability to effectively communicate with a wide range of audience, both horizontally and vertically, financial and non-financial	Essential
6	Knowledge of major issues facing local government, understanding the national policy context, requirements and future direction for relevant service areas	Essential
7	Able to think critically and apply innovative and creative solutions to address complex service challenges	Essential

Point	Criteria description	Essential/desirable
8	Able to build and maintain effective relationships within the organisation and externally with partner organisations, and able to inspire and motivate to create a positive working environment	Essential
9	Experience of leading/managing staff in order to achieve stated outcomes	Desirable
10	Experience of leading on a key financial process or project, and/or providing advice on major Council projects	Desirable
11	Experience of providing financial information and/or liaising with Members and/or other senior officers	Desirable
12	Ability to deliver strategic advice and innovative solutions to improve services across the Council and to demonstrate commitment to continuous improvement	Desirable

Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.