

# Job Description

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This job description may be amended from time to time dependent on job requirements and Service provision.

## Section A

**Post Title: Finance Team Leader (Services)**

**Location: Teith House**

**Reports to post (Title): Service Manager Finance**

**Service: Finance**

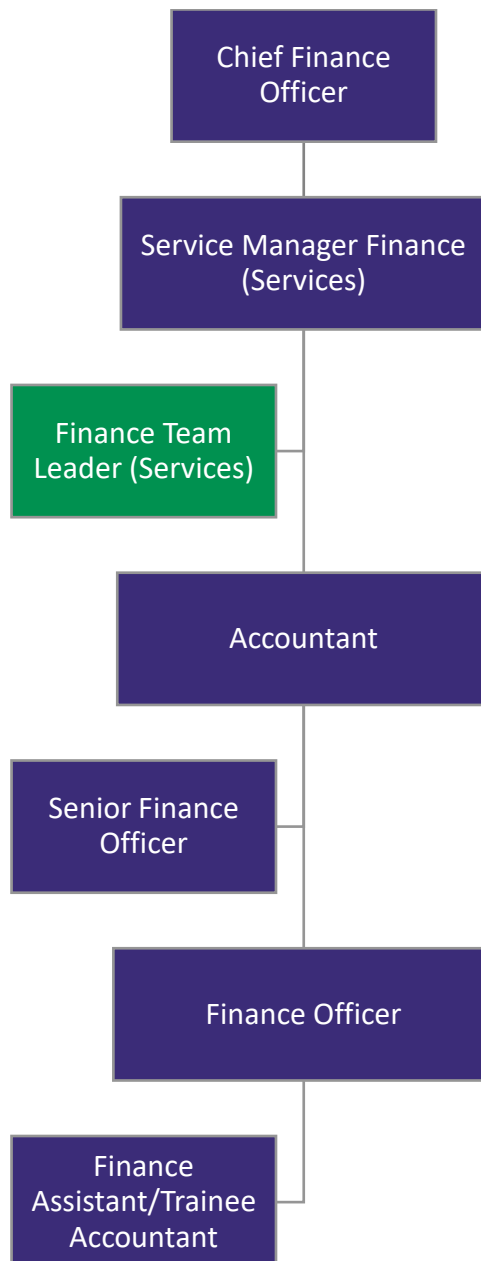
**Grade: JE13**

**Eval Ref: 2243**

**Date: May 2025**

## Section B

### Organisational Relationship



## Section C

### Principal Purpose and Objectives

This section lists the main (headline) responsibilities/accountabilities of the job.

- To lead the operational management of the wider Service Accounting team, including training and development of staff, formulation of Service budget plans and delivery of high quality monitoring and reporting on financial performance against Service budgets.
- To provide strategic leadership of the Service Accounting teams aimed at developing and delivering these functional areas in accordance with the Council's strategic priorities , goals and values in a manner that delivers best value.
- To support the Service Manager Finance and Chief Officer Finance in providing sound stewardship and effective financial management of the Council's resources.

## Section D

### Main Duties and Responsibilities

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. Note these are illustrative only and are not exhaustive.

#### Strategic

- To provide strategic leadership , direction and operational support to qualified and non-qualified staff across the Service Accounting function.
- Build partnerships and maintain strong relationships with Senior Officers and their management teams.
- Support the Service Manager Finance in providing high quality financial management information and professional advice to Senior Officers and key Service partners.
- Lead a financial support function to Services in the delivery of transformational change.
- Monitor functional priorities and targets across the wider Accounting team ensuring attributed resources are effectively deployed.
- Review and develop functional processes and practices across the wider Accounting team to deliver operational efficiencies.
- Deputise for the Service Manager Finance as required.

#### Management

- Provide effective leadership in the operational management of the wider Service Accounting team.
- Lead on the delivery of high quality monitoring and reporting on financial performance against service budgets, whilst identifying any necessary corrective actions as required.
- Lead the management of day-to-day staffing matters including preparation and monitoring of team work plans and the training and development of Accountants and the wider Service Accounting team.
- Deliver financial training to non-financial managers to improve financial awareness and understanding, whilst promoting a self-support culture.

#### Operational

JOB TITLE : JE : EVAL REF : DATE

- Coordinate the preparation and monitoring of service budgets.
- Support key Service partners with the development of participatory budgeting.
- Work with the Service Manager Finance to model financial scenarios in support of the development of significant business case projects and option appraisals.
- Support and develop robust budget monitoring processes and delivery of sound financial management information to Senior Officers and key Service partners.
- Prepare financial commentary for Committee and Council Management Team papers ensuring use of clear language to be understood by non-financial managers and elected members.
- Support the Service Manager Finance in identifying functional areas requiring change or improvement in delivery of more efficient outcomes.
- Ensure key Service operational targets are being met in collaboration with the Service Manager Finance and Chief Officer Finance.
- Coordinate the completion of grant claims and statutory financial returns within timescales.
- Coordinate the completion of all information required for the Annual Accounts process.

GENERAL: The above list of duties is not exhaustive and also serves to illustrate the range of additional tasks which may be undertaken from time to time as appropriate to the nature of the post.

NB: The contents of this Job Description may change as the Council develops its organisational structures and refines the allocation of functions amongst and within the Services.

## Section E

### Responsibility for Physical Assets, Data and Finance

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data**, e.g. computers, record keeping, **finance** e.g. budget holding/monitoring/cash handling.

- Line management responsibility for employees within the Service Accounting functional areas.
- Responsible for budget setting for Services across the Council in accordance with the Council's Scheme of Delegation and Financial Regulations.
- Responsible for preparing accurate, timely and informative budget monitoring information to Council Management Team, Council Committees and the Integration Joint Board.
- Responsible for administration and development of financial systems.

## Section F

### Communications Skills

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

- Take the lead on developing partnerships excellent working relationships with Senior Management, key Service partners and other agencies e.g. External Audit, Scottish Government, Integration Joint Board, etc.
- Present complex financial information in an appropriate format and understandable manner that meets Service needs and enables good decision making.
- Provide formal training to officers and budget holders at all levels and budget holders at all levels.

## Section G

### Mental Skills

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Dealing with confidential information.
- Interpretation and analysis of complex data.
- Required to handle complex information, analyse problems, think ahead and find solutions.
- Required to be flexible, pro-active, problem solver, able to show judgement and common sense.
- Must understand the business of the Service.
- Understanding of operational information systems.
- Work to tight timescales under competing pressures.
- Manage multiple competing demands.
- Be flexible within a working environment.
- Keep abreast of changes to Accounting Standards, policies and regulations.

## Section H

### Working Environment and Physical Effort

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

- The post is indoors/office based. Some travel to external meetings will be required.
- Provide effective support to other staff whilst demonstrating accessibility and approachability.
- This may mean some working outside contracted hours of employment.

## Section I

### Knowledge and Skills

This section details the knowledge and skills including any qualifications, specific training or experience required.

#### **Essential Criteria:**

- CCAB qualified accountant and preferably educated to degree level or equivalent.
- Extensive experience and knowledge of Local Government Finance and relevant legislation affecting the provision of the service, along with professional knowledge and expertise covering the functional areas of responsibility.
- Experience of managing budgets, working in a local authority setting, managing people, preparing Committee Reports and presenting recommendations to Committee, contributing to Service Planning and strategic direction of the Service.
- Experience of leading change within a complex organisation with an ability to lead significant initiatives within the service or corporately working across, and with, a range of services, professions and partners including senior officers and elected members.
- Business planning skills are essential along with sound organisational skills.
- Highly developed communication skills along with proven experience in influencing, negotiating and facilitation of complex projects and initiatives.
- Highly numerate and computer literate.
- Project Management skills and experience.