

Team Lead (Tier 4b)
Senior Accountant – Operational Delivery

Job Title	Senior Accountant Team Manager
Salary Grade	O
Directorate/Service	Resources Directorate - Finance
Accountable to:	Tier 4a Finance Manager – Operational Finance
Accountable for:	Responsibility for sub-team within Operational Finance Contributory responsibility towards WCC revenue and capital budgets for assigned services, in excess of £100m
Politically restricted post	N/A
Delivery teams:	Resources Operational Finance Team

Context

You will play an active role as part of our Operational Finance Team working in partnership with our Finance Managers to innovate our service delivery capabilities.

You will support the Head of Operational Finance Services, Finance Managers and your Resources Operational Finance team in achieving our organisational vision and outcomes.

You will manage your team to meet the outcomes of the service delivery plan.

You will develop and maintain good working relationships with our range of key stakeholders including the wider finance service, colleagues across Council services, Central Government, statutory partners, service providers, the voluntary sector and customers.

This is an Agile working role but you will be expected to be within a commutable distance of Shire Hall, Warwick to enable attendance at regular office days and other face to face meetings.

Specific role assignment *Assessed through Application (and interview)*

Delivery responsibilities	<p>Provision of high quality, consistent financial advice support to senior managers, project managers and cost centre managers in relation to their financial responsibilities, ensuring that appropriate challenge and assurance is provided.</p> <p>Providing service financial information to enable the preparation of medium term financial plans,</p>
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	<p>annual budgets, budget monitoring and year end, in relation to both revenue and capital expenditure.</p> <p>Financial leadership to specified procurement activity and the evaluation of financial tenders, the consideration and drafting of financial implications in reports, business cases and projects including costing and option appraisals</p> <p>To support the delivery of a high quality Finance Service</p> <p>This will involve working with and influencing stakeholders in particular our colleagues in Enabling Services (includes ICT & Property), Strategy Planning & Governance (includes Legal & Democratic Services), Workforce & Local Services and Finance.</p> <p>Provision of service reporting of financial position, progress and issues in relation to both capital and revenue financial plans to ensure financial resources and service activities are aligned.</p> <p>Responsibility and management of operational sub-team providing finance support and advice across WCC in line with the Finance service offer.</p> <p>Ensure principles of consistency and</p>
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	<p>standardisation are embedded within the delivery of finance service</p> <ul style="list-style-type: none"> • Ensuring appropriate finance support is provided for the impact of current and new relevant legislative requirements • Ensuring financial management is carried out in accordance with the financial framework, organisational policies and procedures. • Supporting financial cycle processes ensuring timetables are adhered to, finance and service requirements are carried out and deadlines achieved. • To ensure the effective escalation of financial risk. • Alignment of team resource to priority areas. • Ensuring the completion of required service related returns requiring financial information
Key business measures	<p>No of core service level KBIs achieved <i>(these will be confirmed when the finance service offer has been finalised)</i></p> <p>Achievement of deadlines within financial cycle timetables</p>
Statutory responsibilities (if applicable)	
Specific experience	<ul style="list-style-type: none"> • Experience of working with senior colleagues in a professional finance environment • Experience of managing and/or supervising
Specific qualifications/and registration	CCAB qualified (CIPFA, CIMA, ACCA, ICA)
Budget responsibility	Provision of finance support to the Council revenue and capital budgets.
FTE responsibility (line management)	Line Management of sub-team within Finance Operational Team

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Key stakeholder relationships	Head of Operational Finance Services Finance Managers Other Finance Service teams Directorate/Senior Leadership Teams Resources Directorate Heads of Service and Cost Centre Managers Capital Project Managers
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Generic capabilities of the role *Assessed through Interview*

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none"> • Deliver in year service plan (1 year) • Effective contract and supplier management • Meet budget, savings and income targets

- Contribute to the operational planning of the service
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none"> • Statutory compliance • Professional practice • Procedure compliance

- Execute the statutory or regulatory duties that are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none"> • Deliver operational performance objectives • Manage the workforce • Deliver continuous improvement plans

- Meet the service key business measures
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

Generic leadership competencies

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Capability	Descriptor
People Management	<ul style="list-style-type: none"> • Workforce development • Workforce planning

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none"> • Monitors the service performance framework • Effective service design

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"> • Deals with performance issues • Maintains business continuity • Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times • Represent the interests of the Council on external bodies and networks **WCC values and behaviours** *Assessed through Interview*

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

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Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours



do what
we say



move with
purpose
and energy



focus on
solutions



help people
and
communities
to find their
own solutions



build strong
working
relationships



be the
best we
can be

Strategy...the direction we will take to
achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning...the process of how we will plan,
purchase and monitor our services



Strategic Commissioning... the process for
understanding, planning and delivering services
to achieve the best outcomes



Operational Commissioning...the process for
meeting need at an individual level or to a
specific group



Delivery...providing services to our
customers

