

One Council, One Borough.

Achievement

**Empowering and
enabling our staff**

Working Together

**Performing well and
getting things done**

People First

Shared Goals

Job Title: Finance Manager, Deputy S151	Grade: Business Manager
Directorate: Chief Executive	Date of Issue: September 2025

Main Purpose of Job:

To actively and effectively manage the day to day operation of the council's Financial Management Service in accordance with the council's decisions, Scheme of Delegation, Standing Orders and Financial Regulations, and operational policies and procedures, and to develop the Financial Management Service in accordance with the policies, practices, priorities and standards set by the council.

To ensure the delivery of high quality, customer focussed, cost effective service by creating a high performing service and people-focussed culture through effective people management, team, inter service/directorate and, where appropriate, partnership working.

To contribute to transformational change, encouraging and supporting innovation, learning and improvement in all areas of the council's activities.

To support the on-going development and promotion of a positive corporate culture which reflects the vision and values of the council.

To contribute towards the preparation of policies and strategies, in partnership with other agencies/organisations as appropriate, to improve the social, economic and environmental well-being of the Borough's residents.

Main Tasks/Duties/Responsibilities

1. Work collaboratively with the Service Director for Finance (S151 Officer) and peers to ensure corporate success
2. Work across business areas to develop aligned and agile service strategies which ensure delivery of key outputs and performance indicators. To review and measure achievement of performance metrics against strategic performance
3. To drive financial stability by fostering positive relationships with budget holders and political members which ensure a culture of confidence and performance across the council. Contributing to the development and management of short and long term expenditure plans, and where appropriate, commercial initiatives. Embedding the importance of sound financial awareness within own areas of responsibility
4. To ensure compliance with governance and technical requirements of the organisation.
5. To contribute to positive and mutually beneficial relationships with partner organisations
6. To contribute to and role model the cultural goals of the NULBC
7. To contribute to the overall risk and audit requirements for the area of service delivery and ensure these areas of responsibility are managed within the service area plan and in wider corporate plans where necessary
8. To foster positive relationships with political members which ensures a culture of confidence and performance
9. To be a critical friend to peers; contributing to a positive culture of challenge and excellence.

Service Specific Responsibilities

1. To ensure that the council's corporate values, objectives and policies are correctly interpreted and effectively incorporated into delivery processes/arrangements for your service area.
2. In conjunction with your Service Director, contribute to the preparation and implementation of the annual Service and Financial Plan for your Service area, actively managing and monitoring expenditure using appropriate budgetary control systems and preparing Annual Business Plans as required.
3. To identify and implement changes that improve the delivery of your service in accordance with the council's stated values, priorities and objectives, promoting transformational change and ensuring that the service contributes towards the council's aim of achieving excellence.
4. To performance manage your service area, monitoring all relevant national performance indicators and developing, managing and reviewing local Performance Management Indicators and targets where necessary, utilising corporately approved performance management systems/procedures, identifying and planning future workforce requirements and managing resources allocated.

5. To ensure appropriate elements of your service area are benchmarked to demonstrate improvements in, and the cost effectiveness and efficiency of service delivery.
6. To performance manage your staff, motivating, guiding, supporting, monitoring, appraising, developing and improving your staff, actively promoting their training and development, ensuring all receive the appropriate level of training for the duties they are expected to perform and are able to contribute effectively to the Service.
7. To represent your service area at service, directorate and other senior level meetings and working groups, preparing reports to and attending internal meetings of the council and meetings with outside bodies as required.
8. To contribute to negotiations with the council's suppliers as appropriate to obtain economic advantage and to optimise value for money.
9. To ensure all Human Resources (HR) matters relating to your staff are managed effectively and in accordance with the council's policies and procedures dealing with attendance, and discipline issues and all matters associated with routine management (including leave, overtime etc) in accordance with the council's agreed policies and procedures, consulting the Strategy, People and Performance Service as required.
10. To conduct team briefings, as required, in line with the corporate arrangements.
11. To ensure that information systems for your service area are secure and are being operated in accordance with the appropriate legislation and the council's policies and procedures.
12. To be actively involved in the council's risk management processes, including attendance, when required, at meetings of the council's Risk Management Group.
13. To keep abreast of relevant national, regional and local policies in order to advise senior management and the council of appropriate service delivery responses.
14. To contribute to any Internal or External Audit Programmes and be responsible for the implementation of agreed audit recommendations relevant to your service area.
15. To contribute to the development and maintenance of the council's Emergency Plan and the development and maintenance of the Business Continuity Plan for your service area, participating in Emergency Planning/Civil Contingency meetings, training events and situations as required and deputising for your Head of Service as necessary.
16. To deputise for your Service Director as required, in particular in relation to issues related to your own service area.

17. To undertake operational duties in relation to your service area as necessary to ensure efficient and effective service delivery and to undertake specific tasks allocated to you by your Service Director including investigations and special projects and in particular:

To be aware of and familiar with the accounting standards and practices relevant to the Council and to assist in the application and development of these across all areas of Council activity.

To prepare the Medium Term Financial Strategy and to co-ordinate and participate in revenue budget preparation and council tax setting and reporting thereon to members. Also to collate data for inclusion in the council tax leaflet.

To co-ordinate and participate in the monitoring of revenue and capital budgets and the production of budget monitoring reports and to initiate action necessary in respect of variances.

To co-ordinate and participate in the compilation of the Council's annual accounts and production of published accounts and to liaise with external auditors in relation to these and to compile associated returns (e.g. WGA return).

To co-ordinate and participate in the provision of training and advice in relation to finance related matters to staff in other services and to Members, including the interpretation of financial regulations/standing orders and the development of appropriate practices and procedures.

To co-ordinate the compilation of financial returns, statements, grant claims and questionnaires and where required to compile these.

To certify invoices and bank transactions as required and update the financial information system and transmit payments data via the electronic banking system.

Statutory Duties

To deputise for the Section 151 Officer as and when required.

Occasional Duties

Requirement to take a specified role as part of Civil Contingencies and Business Continuity.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.

2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
7. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.

PERSON SPECIFICATION

Finance Manager and Deputy S151 Officer

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE
FORMAL ACADEMIC QUALIFICATION	Professional qualification as related to specific service area supported by significant relevant operational experience	X	
	Post Graduate qualification in relevant discipline		X
	Senior level membership of Finance professional body	X	
	A management qualification or completion of a recognised management development programme.	X	
LEADERSHIP COMPETENCE AND EXPERIENCE	Experience at a management level, and awareness of issues, including new legislation which may have an impact on Newcastle Borough Council		X
	Significant track record of developing and delivering medium to long term strategies and plans that support high quality, value for money and cost effective integrated services	X	
	Experience of working at a management level participating in strategic and policy decision making.	X	
	Experience of working collaboratively and creatively with internal and external partners	X	
	Experience of working directly with elected members, negotiating, influencing and collaborating.		X
	Ability to instil a sense of purpose, clarity and unity within teams	X	

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE
	Ability to support people to achieve their capability through positive, collaborative and compassionate management	X	
	Ability to give and receive constructive professional challenge in order to drive forward performance and positivity	X	
	Role model of principles of inclusivity. Celebrate the influence and vitality of diversity and challenge / educate where this is not modelled by others.	X	
	Experience at a management level within a local government organisation	X	
TECHNICAL COMPETENCE	Broad corporate governance knowledge including compliance and risk management	X	
	Well-developed technical and professional knowledge of local government and the context in which it operates including regulatory and governance requirements and understanding of national policies, statutory requirements, relevant frameworks and accountabilities.	X	
	Ability to influence on an operational and strategic level.	X	
	In depth knowledge of local government finances and the ability to interpret legislation to deliver strategies and policies for the directorate and the Council.	X	
	Up to date and relevant knowledge of Finance best practice.	X	
SPECIAL CONDITIONS	To be able to work evening and weekends when the work demands, in order to meet statutory deadlines	X	
HEALTH AND SAFETY	Achievement or willing to achieve IOSH Leading Safely and to take a corporate role in ensuring compliance and best practice	X	

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE
VALUES	Ensure own understanding of our values and support them to be understood and embedded across the organisation	X	