



Birmingham
City Council

ABOUT BIRMINGHAM

Birmingham City Council, based in The Council House, Victoria Square, Birmingham B1 1BB, is the largest local authority in the UK – serving a population of a million citizens daily.

Based in the centre of England we are easily accessible by road, rail and air. When the redevelopment of New Street railway station and the new rapid transport systems are completed travelling to and around the city will be even easier.

We are the youngest city in Europe with under-25s accounting for nearly 40% of our population. We have over 400 schools, 15 universities and three university colleges within one hour's drive of the city.



We have great theatres, museums, the world famous [City of Birmingham Symphony Orchestra](#), beautiful historical buildings and our iconic [Library of Birmingham](#). We also have amazing concert and sporting venues such as the [NEC](#), [Edgbaston Cricket ground](#) and [Alexander Stadium](#).

Dining out in our city has something for all tastes with Michelin star restaurants across the city, Spicel Street by the [Bull Ring](#), the [Chinese Quarter](#) and our very famous [Balti Triangle](#).

Birmingham is still one of the most popular places to shop in the UK, with the impressive names of Selfridges and Debenhams already established here, the development of the new John Lewis store will add another fantastic dimension to the retail experience.

And that's just where we are now. With our [Big City Plan](#) and [adopted Development Plan](#) taking us forward and the exciting ongoing changes to the landscape of our city, and the upcoming [Commonwealth Games](#) in 2022, Birmingham will only continue to improve.

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BIRMINGHAM IS EXPERIENCING ONE OF ITS MOST EXCITING PERIODS OF REGENERATION AND DEVELOPMENT IN RECENT TIMES.

We aim to be a city of growth where every child, citizen and place matters - and Birmingham City Council wants to make a positive difference, every day, to people's lives. This underpins everything we do, whether that's setting our priorities, making decisions or delivering services.

Our priorities

Guided by the present situation – with a rising demand for services (especially adult social care), financial pressures and the need to invest in children's services – we plan to focus our resources on five key priorities:

- Birmingham is an entrepreneurial city to learn, work and invest in
- Birmingham is an aspirational city to grow up in
- Birmingham is a fulfilling city to age well in
- Birmingham is a great city to live in
- Birmingham residents gain the maximum benefit from hosting the Commonwealth Games
- Birmingham is a city that takes a leading role in tackling climate change

The council is just one key player in achieving these priorities. Over the next few years, our financial situation remains challenging so our role in the city needs to change. One of the biggest shifts we'll need to make is to move from directly delivering services to a position where we use our resources to enable and facilitate others. This means a much greater focus on collaboration and partnerships.

We see the council's role as providing strategic leadership – that's being able to visualise a new future for the city and equipping others to share our vision. We want to ensure the provision of decent services for all, so we can focus on supporting those least able to support themselves. And we'll work with partners and put citizens and neighbourhoods at the heart of our decision-making.

The resources to deliver these priorities

- [Budget for Birmingham for 2019 to 2020](#)
- [Council Financial Plan](#)

Useful links

[Birmingham City Council Wikipedia page](#)

[Birmingham City Council news page](#)

[How the Council works](#)

[How the Council is changing](#)

[Working in Birmingham](#)

[Council performance](#)

[Council financial plan](#)

[Birmingham City Council finance](#)



We're proud of the culture we are building – an open, inclusive and diverse workplace in which everyone has the opportunity to be their best. To join this journey, newly appointed employee's will be fully supported with a structured induction programme to help you settle in.

JOB DESCRIPTION

JOB TITLE: Finance Manager

GRADE: GRADE 6

1. JOB PURPOSE

- 1.1 To be responsible for the provision of financial services for designated service areas within a framework determined by the Head of City Finance.

2. RESPONSIBILITIES

- 2.1 To assist and deputise as required for the HoCF ensuring that strategic and business needs and expectations are managed and met to the agreed levels.
- 2.2 To understand and ensure compliance with policy direction and standards set for the service area.
- 2.3 To allocate resources within the designated service area and to ensure that key objectives are met on a day to day basis.
- 2.4 To contribute to the service area business plan and to promote and communicate the business plan to teams by setting clear, agreed objectives.
- 2.5 To be responsible for advising on and regulating service area budgets in support of Head of Service and budget holders.
- 2.6 To locally manage the resources provided by the HoCF to deliver the job purpose, including accommodation, equipment and IT.
- 2.7 To be responsible for overall team workload planning and management of team members including monitoring and review of output, performance reviews, development and recruitment.
- 2.8 To actively ensure the service area's compliance with all statutory regulations, local and corporate guidelines, policies and procedures and support managers to deliver such processes across the business.
- 2.9 To deliver a professional and quality-based approach to ensure continued improvement across the service.



- 2.10 Working with appropriate Service Heads, to ensure the delivery of effective forecast planning and that long-term plans are produced and acted upon.
- 2.11 To prepare budgets in consultation with business managers.
- 2.12 To have day to day responsibility for communication and to ensure that all Stakeholders are engaged and receive relevant information in a timely manner.
- 2.13 To be responsible for ensuring that management and service delivery are compliant with BCC Equal Opportunities policy and that equality and diversity are a key business focus.
- 2.14 To actively participate in relevant team and directorate meetings and working groups, producing information and reports as appropriate.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE:

3.2 LEVEL OF SUPERVISION

- 1. Regularly supervised with work checked by supervisor.
- 2. Left to work within established guidelines subject to scrutiny by supervisor.
- 3. Plan own work to ensure the meeting of defined objectives.**

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

| POST TITLE | GRADE | NO OF POSTS | LEVEL OF SUPERVISION* |
|-------------------------|-------|-------------|-----------------------|
| Senior Business Analyst | | | 3 |
| Business Analyst | | | 3 |
| Analyst | | | 2 |
| Finance Assistant | | | 1 |
| Administrative Support | | | 1 |

5.0 SPECIAL CONDITIONS



| | Managers |
|----------------------------|--|
| Equality/Diversity | Promote, adhere to and implement the City Council’s Policy on Equality of Opportunity within your Team/Section/Division and within the Directorate generally and work consistently to embed equality and diversity into service delivery through the Equality Impact Needs Assessment process. |
| Sustainability | Promote the City Council’s sustainability Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in a sustainable way. |
| Health & Safety | Implement the Directorate Health and Safety Policy ensuring that there is <ul style="list-style-type: none"> - regular and systematic identification, review and evaluation and control of risks - promotion of safe working practices - action to stop unsafe working practices and procedures - compliance with the Health & Safety Policy |

PERSON SPECIFICATION

JOB TITLE: Finance Manager

GRADE: Grade 6

Method of Assessment (M.O.A.)

AF = Application Form I = Interview T = Test P = Presentation

| CRITERIA | ESSENTIAL | M.O.A. |
|--|--|--------|
| EXPERIENCE (Relevant work and other experience) | 1. Proven experience of managing finance teams within a complex, politically sensitive organisation | AF/I |
| | 2. Sound experience of providing professional advice to colleagues and staff of all levels on a range of operational issues. | AF/I |
| | 3. Successful track record of partnership working (with internal and/or external partners) and managing successful operational relationships with stakeholders at senior levels. | AF/I |
| | 4. Participation in the successful delivery of equal opportunities in both employment and service delivery within organisations. | AF/I |
| | 5. Proven experience of effective resource management (human and financial) including monitoring, controlling and reviewing the use of resources | AF/I/T |



| | | |
|--------------------------------------|---|--------|
| | 6. Experience of implementing successful strategic change initiatives. | AF/I |
| SKILLS AND ABILITIES | 1. Operational knowledge of the legislative framework relating to the provision of financial services within a local government environment or similar. | AF/I/P |
| | 2. In depth knowledge of management accounting, planning, budgeting, forecasting and performance management (or other specialism as appropriate) | AF/I/T |
| | 3. Ability to lead and develop a team, and its people which encourages diversity and positivity | AF/I |
| | 4. Ability to link statutory requirements and the Division's key objectives into a coherent improvement agenda for the business functions and services supported. | AF/I/T |
| | 5. Ability to communicate financial information effectively and build relationships with internal and external collaborators | I/P |
| | 6. Ability to work and deliver on projects in a pressurised environment as well as the flexibility to adapt to changing circumstances | I/P |
| | 7. Politically aware with an understanding of public accountability having the acumen and skills to develop productive working relationships with service delivery and other Council Finance teams. | AF/I |
| | 8. Able to actively support the continuing process of culture change, responding to constraints with a "can do" approach. | AF/I/P |
| | 9. Possession of business acumen with the ability to identify and help to maximise appropriate funding sources and opportunities for income generation and cost saving. | AF/I/T |
| | 10. Personal understanding of the value of diversity. | I |
| TRAINING | Able to demonstrate commitment to ongoing continuous professional development | |
| EDUCATION/ QUALIFICATIONS | CCAB qualified (NB Full regard must be given to overseas qualifications) | |
| OTHER | | |