



## **THE ROLE**

### **Finance Manager – Monitoring**

<b>Department:</b>	<b>Finance &amp; Pay</b>
<b>Role Code:</b>	<b>F104</b>
<b>Grade/Role:</b>	<b>12</b>
<b>Responsible to:</b>	<b>Assistance Director of Finance</b>
<b>Responsible for:</b>	<b>Senior Finance Business Partner, Assistant Finance Business Partner, Business Intelligence Pay Partner</b>
<b>Date Revised:</b>	<b>October 2023</b>

#### **Job Purpose:**

To protect and save life, property, and the environment by providing professional financial management advice and support to include controlling and monitoring expenditure and income within financial performance targets.

Day to day management of the Monitoring Team. You will be responsible for advising and influencing the service to make informed financial decisions, which may be of strategic importance to the service.

#### **Main Duties and Responsibilities:**

1. To provide professional support and guidance to department managers and staff in setting, monitoring, managing financial plans, ensuring compliance with current legislation and Essex County Fire & Rescue Service (ECFRS) policy.
2. To manage the annual budget setting process and preparation of all associated board papers to be presented to the Service Leadership Team and the Police Fire and Crime Commissioner.
3. Responsibility and ownership of the MTFS (Medium term Financial Strategy) along with the preparation of all associated board papers.
4. Responsibility for the accurate and timely preparation of the monthly financial pack, which is to be presented to the Service Leadership Team and the Police Fire and Crime Commissioner at the appropriate boards. This includes producing accurate commentary to ensure the financial position can be clearly understood.

## Role Profile

5. To lead the Business Monitoring team (3 Directs), support the team members in their continued development and training to meet the team and wider service objectives. This includes ensuring that the monitoring team is meeting the needs of the organisation and providing an excellent business partnering within the service.
6. Responsibility for ensuring that the Monitoring team is delivering appropriate financial reports to budget holders and project teams is prepared in an accurate and timely manner as required.
7. Ownership of reporting on project costs and benefits include an understanding of any variances this will also include reviewing, recommending and scrutinizing benefits relating to change projects and Business Cases
8. Ownership of Savings and Efficiency tracker. This will involve recording and evidencing savings and efficiencies for presentation at the appropriate governance boards (e.g. Productivity and efficiency).
9. Responsibility for tracking the use of Reserves, ensuring that accurate and timely reporting is carried out on a monthly basis.
10. To support all users of finance systems to achieve business needs.
11. Manage the efficient and effective use of resources to support activities and to achieve departmental and ECFRS objectives, including delegating work to the team.
12. To participate in other organisational boards as required within the role.
13. Line management of the Senior Finance Business Partner, Pay Business Partner and the Assistant Finance Business Partner.
14. Completing Manager Self Service (MSS) processes where appropriate, including approval of absences, appraisals, disciplinaries and grievances.
15. To attend meetings in the absence of the Assistant Director of Finance as appropriate.
16. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
17. Any other duties commensurate with the responsibilities and grading of the post.