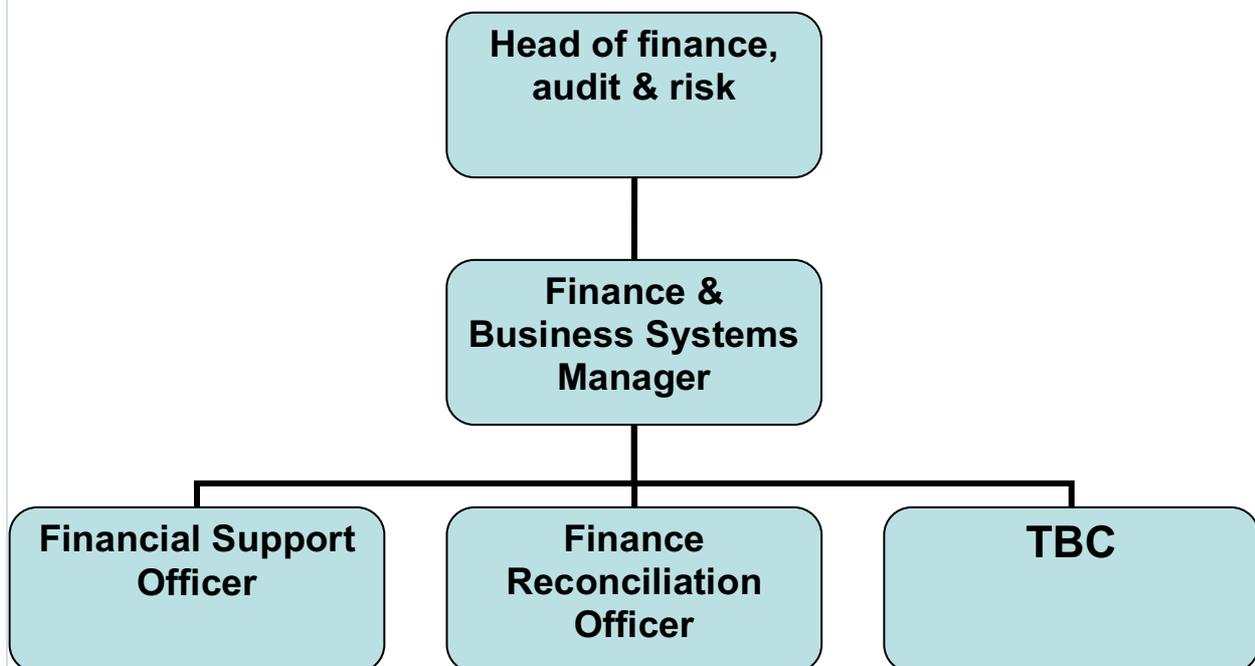


Job description



Job title:	Finance & Business Systems Manager
Grade of job:	10
Service:	Finance
Job purpose:	<p>The post holder will develop, promote, manage and ensure the continued integrity of the corporate services systems (including Finance and HR).</p> <p>The role involves being responsible for the day-to-day control and operation of the systems and owning the relationship with IT and system support consultants. The post holder will need to work in partnership with IT to ensure that updates to the systems are successfully tested and rolled out in accordance with internal processes.</p> <p>Lead on the development of systems to meet the needs of the business and ensure robust and accessible reporting.</p>

Organisation structure:



Key result areas

Job description

Last updated : 10 November 2021

Financial Management Systems

- Development of the current and future financial management system to ensure the accurate and timely recording of the council's and associated companies' transactions.
- Ensure the system is fit for purpose, complies with all internal and statutory/government requirements for example CIS and VAT submissions and ensure all procedure notes are maintained.
- To develop and maintain the interfacing, including documentation, from other business systems in use by the council ensuring the timely processing to meet internal and statutory demands.
- Develop, administer and maintain the financial reporting capability utilising existing and future reporting tools with a primary requirement towards the automated production of the annual statement of accounts information and documents in line with the CIPFA code of practice for the council.
- Corporate services lead on projects and developments on business systems with financial transactions or interfaces.
- Oversee administration of the Barclays banking software for the council and associated companies maintaining access levels as appropriate and supporting Treasury function as required.

HR Systems

- Development of the current and future HR management system to ensure the accurate recording of the council's and associated companies' employee resources data.
- Ensure the system is fit for purpose, complies with all legal and statutory requirements.
- Develop, administer and maintain the reporting capability utilising existing and future reporting tools

Work with corporate services, IT and other teams to identify and facilitate opportunities for operational efficiencies within the business systems including the use of technology.

Line-manage assigned staff, providing regular supervision, appraisal, and personal development planning

Contribute to the team planning and monitoring process.

Contribute to the development of support services to meet customer needs in a changing business environment.

Liaise with other internal and external services or partner organisations (e.g. procurement, audit) as required to build effective and trusted relationships.

Job description

Last updated : 10 November 2021

To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post.

Promote the council's PACE values: Pride, Accountability, Collaborative and Excellence.

General requirements

Post holders will be expected to be flexible in their duties, including occasional evening and weekends, and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Duties and responsibilities must be carried out in accordance with relevant Norwich City Council policies and procedures, within legislation and any code of professional ethics of relevant professional body.

All employees are expected to maintain a high standard of customer care in the context of the Council's core values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in personal learning and development necessary to the post.