

City of Edinburgh Council job description

Post title	Finance & Performance Manager
Directorate	PLACE – OPERATIONAL SERVICES
Service	Facilities Management
Responsible To	Technical Operations Manager
Number of post holders	1

Purpose of job

Manages both Contract and Service finances by tracking, forecasting, and reporting on the financial health of the contract, including monitoring price list expenditure, variations arising from compensation events; and manages the performance of the contract, and the Council's Property Helpdesk.

The what - major tasks and job activities

Your key activities will include:

1. **Financial Management:** Contribute to development of the Council's annual strategic budget, develop and prepare service budgets with budget holders, and monitor contract expenditure to ensure effective resource management within agreed limits.
2. **Price List and Financial Validation:** Maintain accurate records, using accounting and CAFM systems to manage NEC4 contract data and validate contractor payments.
3. **Compensation Events:** Manage financials of compensation events by calculating price and schedule impacts, processing and validating contractors' quotation.
4. **Forecasting:** Produce timely, detailed financial forecasts to support decision-making and track expenditure changes, reflecting key aspects unique to NEC contracts.
5. **Price List:** Liaise with the Service Manager to ensure all cost information in relation to changes to scope/the Affected Property List are captured within budget/forecast monitoring.
6. **Reporting:** Provide clear and timely financial reports to stakeholders, highlighting the contracts financial status and potential risks.
7. **Contractor Applications:** In collaboration with the service manager and Quantity Surveyors, assess contractor payment applications, issue certificates and coordinate with corporate finance for invoicing.

8. **Performance/Contract compliance:** Monitor and report on the performance under the TSC, assess deductions, and ensure compliance with NEC4 financial provisions, including open book clauses.
9. **Helpdesk:** Management and provision of the Corporate Property helpdesk.
10. **Collaboration:** The role involves close collaboration with finance, FM, sustainable construction, and asset planning teams across the council.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making.

You'll bring:

- Being a Qualified accountant with membership of a CCAB (CIPFA/ACCA/CIMA/ICAS) professional accounting body, combined with substantial experience in a financial environment.
- A strong understanding of the NEC4 contract framework and its specific financial clauses.
- Experience working in facilities management, preferably technical services.
- Good working knowledge of accounting systems, Microsoft Office packages (Excel, Word, etc), plus MS Teams and CAFM systems.

You'll be responsible for:

- The post holder will have the ability to interpret, analyse, and present a range of complex information for a variety of audiences using appropriate communication channels.
- The post holder will encourage innovation and a culture of continuous improvement.
- The post will develop new processes and ways of working, adapting to market conditions, asset performance, and evolving service needs across the council's estate.
- The post will represent the Council to a range of internal and external stakeholders, including Directors, Heads of Service, Elected Members, Trade Unions, and internal and external clients, and should present a positive impression of the Council.
- The post will provide expert and specialist financial and performance management advice and guidance.
- The post will make strategic decisions on the future development of Technical Operations financial and performance management activities, and the internal roles required to support any agreed changes.
- Decisions will have a major impact on the delivery of repairs and maintenance services and other Technical Operations across the operational estate and the associated consequences for frontline delivery of Council services, suitability of buildings, energy / sustainability performance, health & safety, and budget/ spend implications.

Environment (work demands, physical demands, working conditions, work context)

You'll normally work:

- The post holder will manage financial and performance monitoring, interpret changing factors affecting service delivery, and report to senior management on FM, occupancy and contractor related risks and issues.
- Operational matters requiring an immediate response will normally be dealt with by the managers reporting to this post.
- Although the post may be exposed to some physical demands, these will predominantly be within the range of normal office-based activities.
- Although the post will have some responsibility to take care in relation to the working environment, work activities and dealing with people, this will not be more than the normal required of a Council employee.

Supervision and management of people

This post oversees financial and performance management of repairs, maintenance, NEC4 contract and the corporate property helpdesk, leading a team of 13 circa and 3 direct reports.

Resources the job holder will be responsible for

The post will have accountability for reliable reporting and forecasting in relation to the agreed Technical Operations annual budget/ spend, reporting to the Technical Operations Manager.

Additional information - health and safety (DO NOT AMEND THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems, and procedures.
3. Reporting any hazards, damage, or defects immediately to their line manager.
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed, and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).