



## **JOB DESCRIPTION**

**POST: Head of Finance /Deputy S151**

**DEPARTMENT: Corporate Resources**

**REPORTING TO: Director – Corporate Resources**

**RESPONSIBLE FOR: Financial Services Team**

**GRADE: 8**

## **MAIN JOB PURPOSE:**

Service Roles and Responsibilities

1. Deputise for the Councils Section 151 Officer, supporting the Director of Corporate Resources in ensuring the proper administration of financial affairs in accordance with the relevant statutory requirements and policies.
2. Be responsible for leading and delivering efficient and effective customer focussed financial services for the Councils.
3. Provide robust financial management and advice, enabling effective decision making to ensure the Councils strong financial position is maintained and enhanced.
4. Management of the Financial Services budgets, contracts, risks, contract management, service plan and performance.
5. Work with the Director of Corporate Resources to lead on the annual and longer term financial plans for the General Fund and HRA, both capital and revenue. This includes leading on the Medium-Term Financial Strategy and HRA 30 Year business plan.
6. Work with the Assistant Manager Transactions to deliver effective accounts payable, accounts receivable, VAT, bank, and cash management services.
7. Responsible for effective treasury management ensuring the Councils are compliant with Government legislation, prudential code and relevant indicators. Ensuring borrowing levels remain prudent and affordable. Lead on the treasury management, capital and investment strategies and relevant reporting to Joint Audit and Standards Committee and Full Council meetings.

8. Be responsible for the review and development of the financial policies, regulations, and systems, to deliver a programme of continual improvements, self-serve, automation, and effective reporting to customers.
9. Manage the production of the annual statement of accounts in accordance with the statement of recommended practice within the statutory deadline. Manage an effective relationship with the auditors, ensuring working papers are available, queries are responded to in a timely manner, and agreement of issues raised to enable the auditor to deliver an unqualified opinion.
10. Keep abreast of the local and national financial context and legislation, identifying developments and changes that will have an impact on the Councils cost, service delivery and performance.
11. Work closely with the Shared Revenue Partnership, ensuring that the council tax, business rates and benefits is being managed and delivered effectively and ensuring a strong relationship is maintained with the finance team.
12. Demonstrate strong professional and technical skills, as well as core management and leadership skills. With a focus on developing individuals and demonstrating commitment to the Councils values and behaviours.
13. Work with the Section 151 Officer to ensure the political administrations of both Councils are effectively briefed on financial matters (Both operational and statutory).
14. Work with the Section 151 Officer to ensure that the Senior Leadership Team (SLT) receives the appropriate financial advice and information to allow them to fully consider the financial implications of their decision making.
15. Any other duties of a similar nature which may be required.

#### Manager Roles and Responsibilities

As well as the service roles and responsibilities, there are a set of core manager roles and responsibilities:

1. Lead the continuing development and deployment of professional and technical expertise in a specific area, whilst actively managing an operational service keeping up to date with changes and innovations in their field and translate their knowledge and expertise into supporting innovative service delivery,
2. Collectively and corporately, work with their peer group, senior managers, teams and individuals including Councillors and partners, to integrate and transform delivery in order to improve outcomes for people and places in Babergh and Mid Suffolk.
3. Lead on key aspects of performance management – ‘the golden thread’ – managing individual and team performance to maximise and contextualise contributions.

4. Participate in the full range of organisational activity including the development of corporate strategic priorities, the interpretation and translation into service delivery and achievement of outcomes.
5. Ensure that the fundamental core activities are carried out well, teams are appropriately supported, and take pride in their core management skill.

#### **DUTIES AND RESPONSIBILITIES:**

Managers must fulfil the following key roles and responsibilities: They will:

- a) Provide expert professional, operational and technical management advice,
- b) Support and guidance to Management Team, Members, peer Corporate Managers and Service Delivery Teams.
- c) Collaborate with other Managers to ensure consistency of operational delivery.
- d) Participate fully in change management processes to ensure that initiatives achieve anticipated service improvements.
- e) Work with communities/customers to provide good support/services, often working on cross-cutting initiatives to fulfil our 'locality' role.
- f) Support the Management Team and Councillors in developing and managing external and partnership- based relationships, ensuring that the reputation of both councils is continually enhanced.
- g) Effectively manage resources including budgets, staff, contracts, information and intelligence to ensure efficient and effective service delivery.
- h) Professionally lead the teams in a way that allows for flexibility where appropriate and enables individuals to grow and develop, reducing the level of command and control; and delegating effectively.
- i) Lead a range of projects and programmes, as discussed and defined with Directors/Management Team –these may be cross-cutting and/or service specific.
- j) Participate in the development of corporate strategic priorities and determine with Directors the specific operational activities needed to deliver strategic objectives and outcomes.
- k) Work in partnership as required, developing relationships that are in the Councils' interests and benefit communities/customers, maximising the benefits of joint and collaborative approaches –supporting both strategic and operational priorities.
- l) Be an Ambassador for the Councils, promoting Babergh and Mid Suffolk as a place, and helping to develop strong communities.

This post will be required to work corporately and collaboratively within its own service and across all other service areas in order to achieve the specific deliverables.

#### **Additional information**

- a) Does this job require a DBS check? No

- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity.
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office.

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

## PERSON SPECIFICATION

**The Person Specification focuses on the knowledge, skills, experience and qualifications and competencies required to undertake the role effectively.**

<b>REQUIREMENTS</b> The postholder must be able to demonstrate:	<b>MEASURED BY:</b> A Application form I Interview T/P Test/Presentation
<b>EDUCATION/TRAINING</b> <i>(Academic, vocational/professional and other training)</i>	
Relevant qualification at degree level or equivalent or knowledge gained through experience.	A/I
CCAB qualification or equivalent required plus considerable breadth of post qualification experience.	A/I
Clear demonstration of continuing personal and professional development	A/I
Management qualification e.g. DMS or equivalent managerial experience	A/I
<b>KNOWLEDGE &amp; EXPERIENCE</b>	
Comprehensive knowledge and understanding of all relevant financial regulations, standards and frameworks.	A/I/T/P
Extensive experience of successfully leading a financial management service within a local government and political environment	A/I
Experience of leading, co-ordinating and producing statements of account and liaising with external auditors	A/I

Experience of preparing formal written reports and presentations for senior management, elected Councillors and other stakeholders	A/I/T/P
Experience of effectively managing and developing staff	A/I
Experience of working with and leading teams to embrace change, maintain high performance and seek to continuously improve services.	A/I
Experience of effective project management incorporating multiple partners	A/I
Experience of managing budgets and funding streams.	A/I
Experience of using a large financial management system and related reporting software.	A/I
Experience of dealing effectively with changing demands and tight deadlines whilst maintaining quality services.	A/I
<b>SKILLS/ATTRIBUTES</b>	
Excellent and adaptive communication skills including experience of negotiating and influencing, providing challenge and delivering complex financial information in an understandable way.	A/I/T/P
Overt commitment to openness, inclusiveness and integrity evidenced in a range of working environments where highly effective working relationships have been built with Councillors, colleagues, partners and stakeholders	A/I
Politically astute, with significant previous experience of working with Elected Members in a range of local government environments.	A/I
Tenacious and resourceful: can challenge with confidence: understands and can work with ambiguity	A/I
Awareness of the external environment and its impact on the Council	A/I/T/P
Can demonstrate previous success in motivating and developing teams and individuals, including evidence of effective delegation, effectively manage performance conduct and absence issues.	A/I
Aptitude for commercial skills, and business acumen with a willingness to learn new approaches	A/I
Able to see the big picture and plan for the longer term.	A/I/T/P
Competent in using the key elements of Microsoft (Excel, Word, Outlook) to a high level	A/I
<b>BEHAVIOURS</b>	
Behaviours will be tested at interview against the Council's values (further detail below)	
Has a track record in continuous personal and professional development and an ability to encourage learning and development in others.	A/I

<p>Can demonstrate a willingness to learn and take ownership for own continuous development</p> <p>Has a commitment to championing the values:</p> <ul style="list-style-type: none"> <li>• Empowering, valuing and developing our people</li> <li>• Valuing our customers</li> <li>• Being open and honest</li> <li>• Taking ownership</li> <li>• Being ambitious</li> </ul>	<p>A/I</p> <p>A/I/T/P</p>
<p><b>EQUALITY AND DIVERSITY</b></p>	
<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>	<p>A/I</p>

**Our Values**  
...we believe in

OUR CUSTOMERS    BEING AMBITIOUS    TAKING OWNERSHIP    BEING OPEN and HONEST    OUR PEOPLE



<p>We empower, value and develop our people to work together as one dynamic and efficient team.</p>	<p>We care about delivering high quality, customer-focused outcomes with our communities and partners.</p>	<p>We are open, transparent and truthful.</p>	<p>We take pride in our work and take responsibility for our actions.</p>	<p>We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.</p>
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