

Job Pack

Deputy Chief Finance Officer



Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

“The best of town, country and coast”

Two Councils One Team

Over the past couple of years Eastbourne Borough and Lewes District have come together creating a progressive partnership: two sovereign councils each with a unique identity and a shared vision of the future. Through joining our workforce and fostering a modern, collaborative culture, we are serving our residents in a more customer focused and cost-effective way.

We are looking for an enthusiastic and highly motivated individual who wishes to advance their career in local government through this demanding and wide-ranging role. It's a real opportunity for an exceptional person with great communication skills, commercial aptitude, and demonstrable ability to maintain the Council's long-term finances viability through a period of uncertainty. This is a chance to put your skills to use making a genuine difference.

You will play a pivotal role of delivering improvements as part of our ongoing journey and supporting the Councils Recovery and Reset Programme, which helps focus how we spend funds and ensuring that services are improved where they are needed. You will lead the financial planning team in establishing a sustainable and resilient financial base to support delivery of Council policies and priorities.

The post of Deputy Chief Finance Officer (Financial Planning) is a key role in developing and improving financial management across the Council. Acting as the Deputy Section 151 Officer for both councils, as a CCAB qualified accountant, you will provide strategic leadership to the Finance function, delivering high quality business partnering, and financial planning services to both councils and a range of councils owned companies.

Overall, you will bring a track record of success in a public sector finance role; strong all round communication and management skills; credibility; a high level of technical expertise; and an openness to innovation and new ways of delivering services.

Job Description

Post Title	Deputy Chief Finance Officer
Service Area	Corporate Services
Team	Finance and Audit
Grade	CO3
Reports to	Chief Finance Officer
Date prepared	April 2019

Job Purpose

1. To act as the Deputy s151 Officer, managing the day to day operations of the Finance function, under the strategic direction of the Chief Finance Officer
2. Responsible for the development and maintenance of the Finance Function across the two Councils and associated companies.
3. To support the Councils' commercial agendas, strengthening of the skill base within the Finance function and modernisation of finance processes (both people and system-based across the organisation).
4. To lead on major systems projects, aspects of financial planning and budget processing and business process re-engineering.

Key Tasks

Performance, Partnership and Projects

1. Provide a responsive and proactive finance support function advising service Heads, Corporate Management Team and Members of the Councils, managing the management and financial requirements of both councils.
2. Work closely with the Chief Finance Officer, Service Heads and Corporate Management team to:
 - Contribute to the corporate strategic planning processes
 - Maintain a longer term financial model with 3 and 5 year strategies and programmes
 - Ensure that best use is made of resources
 - Provide financial management skills training to the business as necessary

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3. Enable decisions to be taken by providing appropriate financial advice and information (taking into account standing orders, financial regulations, approved national standards including Codes of Practice and statutory regulations, government requirements and external auditors) to:
 - Members of the Council
 - Corporate Management Team
 - Service Heads
 - Budget Managers
 - Company Boards
 4. Complete, sign off and submit grant and subsidy claims, government statistical and other requests in accordance with required timetables.
 5. Set and co-ordinate overall financial parameters to enable budget preparation (and alternative budget strategies where helpful) to Budget Holders and Service Heads.
 6. Implement, oversee, liaise with internal and external partners and finalise the Statement of Accounts programme and prepare financial performance reports as necessary.
 7. Work with budget holders to set and monitor budgets and to help take appropriate action where necessary.
 8. Act as an authorised signatory to the Councils' bank accounts.
 9. Act as a champion for the Councils' efficiency agenda, providing ideas, plans and recording efficiencies, actively helping to provide value for money.
 10. Continually improve and streamline the Councils' financial processes to provide quality real-time information to stakeholders, assist and coach budget managers in financial modelling.
 11. Act as chief client for the Councils' financial systems overseeing development to comply with statute, best practice and efficient application whilst ensuring operation and business continuity.

People Management and Political Acumen

12. Manage the Finance Manager and Principal Accountants as appropriate using all corporate tools and policies.
13. Continually review the financial practices to determine the most effective and professional method of delivering the required service.
14. Ensure that customer focus is maintained and continually improved, and that Council services are accessible to all by providing information in such a way that it can be understood by all sections of the community.

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15. Deputise for the Chief Finance Officer in his/her absence.
 16. Attend Cabinet, Committees and other Council meetings to present reports and provide advice as required.
 17. Set performance targets for staff and maintain a positive professional environment to work in.

Corporate Accountabilities

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To promote a culture that is supportive of the Councils' purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Councils' activities.
4. To understand and apply the Councils' Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.
6. You will be required to support the Councils' corporate priorities and to ensure business continuity e.g. emergency response, elections, deployment to critical services.
7. Lewes District and Eastbourne Borough Councils' are committed to Safeguarding and promoting the welfare of children and adults at risk. The Corporate Safeguarding Policy and Procedures provide a framework within the Councils, setting out responsibilities in relation to safeguarding and promoting the welfare of children and adults at risk.

The policy applies to all employees, councillors, volunteers and service providers that are commissioned by the council.

8. To work within the Councils' Management and Core Competencies Frameworks. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Core Competencies

Sharing the Vision - Shaping the Future	<ul style="list-style-type: none"> • Understands the Councils' purpose, context, goals, objectives and values, and is willing to behave consistently with them.
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	<ul style="list-style-type: none"> • Knows the strategic direction of the Council and acts in support of it.
Communicating Well	<ul style="list-style-type: none"> • Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally. • Works positively to gain understanding from others.
Driving Improvement Performance & Results.	<ul style="list-style-type: none"> • Takes responsibility and ownership for decisions, actions and results. • Takes actions to improve skills, knowledge and level of contribution. • Seeks and delivers high standards for self, team and Council
Self-Management	<ul style="list-style-type: none"> • Self-motivated and professional. • Is organised and uses time and technology efficiently. • Adopts a flexible approach to change
Delivering for our Customers	<ul style="list-style-type: none"> • Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction
Working Together	<ul style="list-style-type: none"> • Actively contributes to team working, sharing information, valuing the input of others. • Works co-operatively and is committed to building, productive, positive relationships. • Demonstrates commitment to achieving overall team objectives

Management Competencies

Leadership	<ul style="list-style-type: none"> • Inspires and engenders commitment in others. • Leads from the front and by example. • Presents a united corporate view.
Managing and Developing Performance.	<ul style="list-style-type: none"> • Coaches and supports individuals and teams to perform at their best, motivating and developing them to achieve high performance.
Managing Resources	<ul style="list-style-type: none"> • Ensures the Councils' priorities are achieved through planned action programmes. • Makes best use of resources, ensuring value for money

Managing change	<ul style="list-style-type: none">• Embraces, facilitates, implements and manages change to improve and develop services
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This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION

QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none">• Full membership of a CCAB recognised accountancy body as required by s.151 Local Government Act 1972 and s.6 Local Government & Housing Act 1989• Degree level education	<ul style="list-style-type: none">• Project management / Systems (CPD)

SKILLS & ABILITIES

Essential	Desirable
<ul style="list-style-type: none">• Ability to translate strategic concepts into achievable priorities and objectives, and to interpret all financial policies to provide a service to all• Ability to work with complex financial information• Flexibility within approved financial standards• Ability to manage and motivate a team to deliver results using coaching and performance management tools, within the constraints of day-to-day function management• Decision making and problem solving• Ability to prioritise, meet deadlines and produce high quality work under pressure• Report writing, presentation and influencing skills• Strong numerical and verbal reasoning skills• Able to communicate effectively and with discretion on difficult/challenging situations whether in the media, with members of the public, with councillors or with colleagues	<ul style="list-style-type: none">• Business Process Re-engineering.

<ul style="list-style-type: none"> • Fully competent in financial manipulation and presentation of data using appropriate software • Demonstrable drive and commitment • Ability to use Microsoft Office suite and Financial Systems, understand system development and maintenance 	
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KNOWLEDGE

Essential <ul style="list-style-type: none"> • In-depth knowledge of Local Authority finances and administration including Statements of Recommended Practice, Use of Resources' criteria, Treasury Management, Capital Financing, Internal Audit and the Collection Fund, both annual and mid- to longer- term • Powers and responsibilities of Section 151 Officer • Knowledge of CIPFA Code of Practice on LA Accounting • In-house Financial processes and exploiting financial systems to enhance corporate efficiency and effectiveness • Project Management, risk management and business continuity • Equality and Diversity 	Desirable <ul style="list-style-type: none"> • Housing finance • Tax and VAT • Treasury Management
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EXPERIENCE

Essential <ul style="list-style-type: none"> • Track record of achievement in operational financial management especially budget preparation, revenue and capital monitoring and final accounts • Decision making on appropriate accounting policy 	Desirable <ul style="list-style-type: none"> • Management of partnership projects • Contracts and Procurement methods and practices • Working in partnership with external agencies/organisations
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<ul style="list-style-type: none"> • Managing customer relationships and delivering improvement through teamwork – working closely with non-financial managers • Managing and working in a team delivering varied and clear objectives • Professional competence/technical expertise in accountancy and finance • Financial management and control of turnovers • Responsibility for planning and delivering longer term projects • Managing change, including improving corporate financial systems • Continual reassessment of priorities between set deadlines, regulated inspections and day to day needs • Presentation to Members, Managers and external groups • Corporate Financial Management Information systems implementation and/or development • Working with external auditors 	<ul style="list-style-type: none"> • Consultation with Stakeholder groups • Designing and participating in Stakeholder Consultations
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PHYSICAL, LEGAL AND OTHER REQUIREMENTS

Essential <ul style="list-style-type: none"> • Willingness to work within the councils' Management and Core competency frameworks • An engaging, enthusiastic and positive manner with a strong "can do" approach 	Desirable
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All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

Duration

This is a permanent contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded CO3.

Salary

The salary for this position (with pay award pending)

CO3	CACFCA	£75,579
	CACFCB	£76,659
	CACFCC	£77,738
	CACFCD	£78,818
	CACFCE	£79,898
	CACFCF	£80,978

Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

Incident Liaison Officer

As part of the duties of this role, you may be asked to become an Incident Liaison Officer for the Councils under the Civil Contingency responsibilities. This work involves taking the emergency phone for up to 4 weeks each year and being available to respond to a serious multi agency incident out of hours during the rostered weeks.

Place of Work

Your normal place of work will be from home, but you may be required to work anywhere within the Lewes District and Eastbourne Borough boundary. However, the Councils can

support remote working and anticipate that, further to induction and training, presence in the office or, if applicable, for site visits or other council activity, will be occasional.

Agile Working

Many of our roles are suitable for remote working and staff are provided with the equipment to do this safely and effectively.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of three calendar months, to be given by either side.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2020 are:

Pay Range	Contribution
Up to £14,600	5.5%
£14,601 - £22,900	5.8%
£22,901 - £37,200	6.5%
£37,201 - £47,100	6.8%

£47,101 - £65,900	8.5%
£65,901 - £93,400	9.9%
£93,401 - £110,000	10.5%
£110,001 - £165,000	11.4%
More than £165,001	12.5%

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 9.9%