

Job Title Head of Technical Finance, Capital and Strategy		Directorate/Division Financial Services	
Post No. PCG1102	Grade J	Service Finance Technical Accounting and Strategy	Location Oldbury or as required
Responsible to: Assistant Director Finance	Contacts Elected Members, Directors, Senior Officers, Employees, External Partners, Other Councils, Suppliers	Persons responsible for: <i>(May be presented in the form of an organisation chart)</i> Attach separate sheet See attached structure chart	
Working hours 37 hour week Flexible working scheme applies		Special conditions I-procurement Order and Approval	
		Conditions of Service NJC	

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary:

To be responsible for leading the Technical Accounting and Strategy function within the Finance Directorate.

To play the lead role in planning and developing the Council's financial strategy, budget setting and closure of accounts processes.

To provide strategic financial advice and expertise to Leadership Team and Elected Members to assist with policy decision and achieving the Council's transformation and improvement plans.

The role helps discharge Section 151 responsibilities and will be responsible for reporting on the financial performance of the services within the remit of the post and ensure a culture of effective financial management and stewardship of public funds.

Core Responsibilities

1. To support the Assistant Director Finance in the motivational leadership of the Financial Accounting and Strategy function ensuring clarity of direction, effective communication and the development of employee's full potential.
2. To be the primary expert on financial accounting regulations and be the primary advisor on this subject matter to the Council's statutory section 151 Officer.
3. To lead on the closure of statutory accounts and returns (including VAT and other appropriate taxes) within statutory deadlines, and be responsible for assisting the Assistant Director Finance to incorporate the outputs within the relevant Corporate Reports to Leadership Team and Councillors
4. To hold the day to day responsibility for the Council's system of financial controls, ensuring that all key reconciliations are produced monthly, quarterly or yearly depending on their importance and regularity.
5. To regularly liaise and manage relationships with the External Auditors at a senior level.
6. To manage the end of year capital and asset accounting processes.
7. To ensure that specialist financial accounting advice is provided to budget holders and officers in other parts of finance to support decision making and financial modelling of major business cases.

8. To ensure that the financial accounting and strategy team is forward looking and prepared for changes in financial regulations.
9. To advise on the impact on Council budgets from changes in legislation and accounting regulations.
10. To have overarching responsibility for the Council's balance sheet.
11. To manage system improvements in the Council's core financial systems and improve reporting capabilities.
12. To support the Assistant Director Finance with annual planning of the finance service area to achieve objectives, service improvement and ensuring that finance adds value.
13. To support the Assistant Director Finance on service development within the service area ensuring that both strategies and services are fit for purpose and are future proofed (as much as possible) against changing circumstances.
14. Overall day to day responsibility for managing up to 25 FTE staff. This will include a mixture of directly managed and project (matrix managed staff) at any point in time.
15. To provide financial advice, reports and briefings to Directorate Management Teams, elected Members, employees and external bodies on all matters relating to the financial accounting and to ensure that policies, strategies and decisions are based on evidence and sound technical principles.
16. To deliver accurate and timely closure of accounts for the Council, including training of budget finance and non finance staff on technical issues
17. To proactively identify areas of weak financial management, risks and pressures and lead on the training and development of both the Business Partnering Service and Budget Holders.
18. To work with Directors and senior stakeholders to ensure they have the information and tools and are supported to develop the skills to manage their finances themselves.
19. To support the development of the Council's Medium-Term Financial Plan
20. To be accountable to the Finance Departmental Management Team and Directorate Management Team for all financial policies, services and functions within the remit of the post.
21. Advise on longer term financial planning and forecasting, including modelling and sensitivity analysis on funding streams
22. To maintain and develop professional knowledge, skills, and experience to further enhance service delivery and support colleagues both within the service area and Council wide. Interpret and implement legislative and regulatory requirements relating to the CIPFA codes of practice, Treasury guidance, relevant financial legislation and other recognised best practice.
23. To have a detailed understanding of relevant legislation and underlying concepts and principles of Local Government Finance
24. To design and deliver potentially contentious communications effectively to a range of audiences in support of all the service area activities.
25. To have highly developed time management skills that will ensure the compliance to demanding and challenging timescales.
26. To hold regular performance management meetings with individuals to review performance and delivery of objectives within agreed timescales. To be proactive in implementing effective remedial actions ensure all objectives are delivered on time and within budget.
27. To undertake PPD / Appraisals with employee's within agreed timescales.
28. To lead in the provision of strategic technical financial advice and support to key corporate projects to ensure delivery of the Council's corporate objectives
29. To take a lead role in ensuring financial procedures and regulations are effective across the Council and promote good governance, identifying and implement improvements where necessary.
30. To produce and present accurate detailed and complex reports, articles and briefings both verbally and in writing on matters relating to the service area.
31. To adopt a flexible working style to work across a broad range of area's and projects within the service area as required, working in collaboration with other team members and contributing to. Activities.

32. To adopt a collaborative, supportive, and challenging and, where appropriate, hands on approach, in providing advice, support and guidance on both established internal policy and external regulations or legislation to colleagues across the Council and to partner organisations.