

Job Title	Head of Technical Finance, Capital and Strategy		Directorate	Finance
JE Reference No:	PCG1102	Grade	J	Service Financial Management
Completed By	Chris Randall		Date of Issue	07.03.22

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential	N/A	How identified
1. Qualifications			
What does the job require in the way of: - Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. Consider carefully whether these are absolutely necessary.	CCAB Qualified (or equivalent) with evidence of Continuing Professional Development Desirable – recognised Management Qualification	<input type="checkbox"/>	Formal possession of an appropriate qualification to be verified at interview or from records.
2. Experience			

<p>What does the job require in the way of: - Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?</p>	<p>A minimum of 5 years relevant experience in a finance role with preferably some in a Local Government setting :</p> <ul style="list-style-type: none"> ○ Experience of leading the closure of accounts in a large organisation ○ Experience of providing financial advice on tax issues including VAT, SDLT and Corporation Tax ○ Experience of managing strategic projects and commercial management. ○ Direct experience of managing teams. ○ Experience of managing tasks involving others. ○ Experience of managing budgets. <p>Experience of planning of services within the political and partnership context of SMBC or another large complex organisation</p> <p>Experience of leading and developing teams to deliver the outcomes of the Department's Business Plan and an Organisation's Corporate Plan.</p> <p>Experience of leading effective financial management and delivering financial advice at a strategic level to Elected Members and Chief Officers in a Council or senior management and board members in an organisation</p> <p>Experience of managing employees and allocating workloads.</p> <p>Experience of training in people management e.g. appraisal, managing attendance, recruitment and selection, coaching/mentoring etc.</p>	<input type="checkbox"/>	<p>Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.</p>
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3. Training

<p>What does the job require in the way of: - Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, interpersonal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.</p>	<p>Willingness to undertake any training considered appropriate for this post.</p> <p>Facilitation skills.</p> <p>Interpersonal and communication skills.</p> <p>Presentational skills</p> <p>Training in the Council financial systems and processes</p>	<input type="checkbox"/>	<p>Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.</p>
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4. Special Knowledge			
<p>What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?</p>	<p>To be able to demonstrate commercial awareness.</p> <p>Able to demonstrate knowledge of strategic service planning.</p> <p>Detailed understanding of underlying concepts and principles of the specific area within which this job operates.</p> <p>Well-developed understanding of the workings of a local authority and how it operates at a corporate and community level.</p> <p>An understanding of the legislative framework and governance arrangements applicable to Local Government.</p> <p>Knowledge of and ability to utilise Microsoft office-based packages (e.g. Power point, excel, word).</p> <p>Knowledge of and ability to use financial systems</p>	<input type="checkbox"/>	<p>Qualifications held and demonstration of knowledge at interview.</p>
5. Circumstances (personal)			
<p>What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.</p>	<p>Ability / willingness to attend evening meetings and to work weekends, if required.</p> <p>Ability to travel to all parts of the borough.</p> <p>Flexibility and willingness to work with changing and conflicting demands</p>	<input type="checkbox"/>	<p>Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.</p>
6. Disposition			
<p>Consider how you would want the successful applicant to demonstrate the council's values and behaviours. Which are particularly important for the role and how might these be evidenced?</p> <p>Trust – Shows respect, makes a personal impact, is open and honest.</p> <p>Unity – Focusing on customers, working with a team, communicating effectively.</p> <p>Progress – Being open to change, focusing on performance, getting team results</p>	<p>Ability to work well with others at all levels within the organisation.</p> <p>A confident, outgoing, enthusiastic and tenacious approach to work.</p> <p>A creative thinker who is able to challenge the thinking of others</p> <p>Ability to motivate and influence others at all levels through positive relationships.</p> <p>Self-motivated and decisive.</p> <p>Confident in dealing with a wide range of individuals and organisations.</p> <p>Able to motivate, inspire and lead others – delegating appropriately to achieve goals.</p> <p>Strong interpersonal skills</p> <p>Ability to work flexibly across areas of diversity.</p>	<input type="checkbox"/>	<p>Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.</p>

7. Practical and Intellectual Skills			
<p>What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?</p>	<p>Ability to manage own time effectively and to work to defined deadlines.</p> <p>Able to grasp complex and difficult concepts quickly and interpret them effectively.</p> <p>Has an innovative and analytical approach to problem solving.</p> <p>Effective communicator both orally and on paper.</p> <p>Able to project a professional, business-like image.</p> <p>Able to present information relevant to the audience, particularly complex financial information and analysis.</p> <p>Able to connect with others, whether individuals or in groups.</p> <p>Able to lead projects with minimal supervision.</p> <p>Proven track record in delivering quality outcomes within deadlines.</p> <p>Able to interpret vision and lead teams through change.</p> <p>Able to manage complexity and conflicting demands and to prioritise workloads.</p>	<input type="checkbox"/>	<p>Performance in related selection process.</p>
8. Legal Requirements			
<p>Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?</p>		<input checked="" type="checkbox"/>	<p>Application form and interview questioning and references.</p>

THE REMAINING SECTIONS ARE TO BE COMPLETED BY MANAGERS AND ARE FOR THE APPLICANT'S INFORMATION ONLY.

9. Background Checks

Please ✓ required check(s) referring to Section 9 of [Guidance on completing individual sections of the Personnel Specification](#)

The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	<input type="checkbox"/>	Only one or none of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	<input type="checkbox"/>	
	c) Enhanced DBS with Children's Barring List Check	<input type="checkbox"/>	
	d) Enhanced DBS Check	<input type="checkbox"/>	
	e) Standard DBS Check	<input type="checkbox"/>	
	f) Basic Disclosure Check	<input type="checkbox"/>	
	Police Vetting Check	<input type="checkbox"/>	This check may also be required in addition to one from (a-f) above
	No Check Required	<input checked="" type="checkbox"/>	

10. Politically Restricted Post

Is this post a "politically restricted post"?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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Applicants can gain further information on Politically Restricted posts in the "Information for job applicants' booklet".

11. Main Physical Activities/ Requirements of the Post.

Please ✓ if activity requires to be undertaken.

The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

Lifting / manual handling / client handling	<input type="checkbox"/>	Prolonged standing or sitting	<input checked="" type="checkbox"/>
Working at heights	<input type="checkbox"/>	Prolonged working with vibrating tools / machinery	<input type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	Bending / Squatting / Kneeling	<input type="checkbox"/>
Working outdoors	<input type="checkbox"/>	Manual cleaning /domestic duties	<input type="checkbox"/>
Agricultural / gardening work	<input type="checkbox"/>	Food Handling	<input type="checkbox"/>
Work requiring respirators or masks	<input type="checkbox"/>	Rotating shift work or night work	<input type="checkbox"/>
Work requiring hearing protection	<input type="checkbox"/>	Driving Duties HGV / LGV/ Minibus / Passenger carrying	<input type="checkbox"/>
Work with skin irritants / allergens / respiratory irritants/fine particles	<input type="checkbox"/>	Any other driving duties	<input type="checkbox"/>
Significant use of computers	<input checked="" type="checkbox"/>	Using restraint	<input type="checkbox"/>
Working with children or vulnerable adults	<input type="checkbox"/>	High mental stress content	<input type="checkbox"/>
Permanent night work	<input type="checkbox"/>	Physical / sport / leisure duties	<input type="checkbox"/>
Lone working	<input type="checkbox"/>	Regular walking on uneven ground	<input type="checkbox"/>
Working with challenging behaviours	<input type="checkbox"/>		

Other main physical activities not listed above			
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12. Safety Critical Posts

A pre-employment/placement medical assessment with Occupational Health is required for any employee who is undertaking a safety critical post.

A safety critical post is one that is likely to be exposed to:-

- Noise (e.g. gardeners using mowers and highways road workers)
- Vibration
 - Hand/arm vibration (e.g. gardeners using blowers and/or strimmers, road workers, arborists, cleaners using buffers and countryside workers)
 - Whole body vibration (e.g. tractor drivers)
- Hazardous substances (i.e. solvents, fumes, dusts, biological agents and other substances hazardous to health) (e.g. School Design and Technology Technicians)

Also, the following posts: Fleet Drivers (where it is an essential requirement of the job to hold a valid driving licence in order to carry out the duties of the role), Trading Standards Officers, Vehicle Mechanics, School Crossing Patrol Operatives, employees working with asbestos and employees with responsibility for the health and well being of children and adults during the night require a pre-employment/placement medical.

Other Night workers (e.g. care workers and concierge staff) will be given the option to receive pre-employment/placement screening if they are offered the position

Having reviewed the criteria outlined in Section 12 is this post a "Safety Critical" post?

Yes

No

13. Language Requirements

Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:

- The employee will work in a customer-facing role.
- The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role.
- The employee requires a command of spoken English, to enable the effective performance of the role.

Yes

No