

Job Description and Person Specification



POST IDENTIFICATION

Post Title:	Deputy Head of Financial Services (Deputy S151 Officer)
Grade:	Chief Officer B
Directorate:	Education and Corporate Services
Division:	Financial Services
Section:	
Location:	Penallta House
Responsible to:	Head of Financial Services & S151 Officer

JOB PURPOSE

The postholder will support and where required deputise for the Head of Financial Services & S151 Officer in the delivery of the Council's Financial Services agenda in terms of statutory compliance, strategy development and management responsibility.

The postholder will also lead on the development and implementation of effective financial management systems and workforce planning for Financial Services to ensure that robust systems and resources are in place to support delivery of the Council's strategic corporate objectives.

The postholder will be a senior advisor on areas within the portfolio and will need to build effective working relationships with the Corporate Management Team, Heads of Service, Service Managers and Elected Members.

KEY RESULT AREAS

To support and deputise for the Head of Financial Services & S151 Officer as the strategic lead and ensure the effective and efficient delivery of the Council's objectives in the field of Financial Services consisting of the following: -

- Accountancy Services.
- Council Tax & NNDR (Business Rates).
- Sundry Debtors & Cashiers Administration.
- Housing Benefits.
- Internal Audit.
- Insurance Management.

To be the Council's Deputy Statutory Responsible Finance Officer under Section 151 of the Local Government Act 1972.

Delivery of the service within budget.

To deliver effective financial services that help drive whole Authority transformation and ensure the successful delivery of the Council's Corporate Plan, the Local Wellbeing Plan and PlaceShaping Agenda.

Delivery against objectives set down in implementation plans for specific initiatives.

Delivery against statutory responsibilities and adherence to the relevant legislative requirements.

To develop and ensure effective partnerships between the Council, local communities and stakeholders for the service, providing appropriate operational support in collaboration, in order to achieve shared outcomes that contribute to the delivery of the Council's objectives and/or to secure resources for the Council.

DETAILED TASK PROFILE

To provide advice, guidance and expertise to Directors, Heads of Service, Service Managers and Elected Members on highly complex and contentious issues related to Financial Services.

To deputise where required as the Council's Statutory S151 Officer in the provision of strategic leadership of the Council's Financial Services and in the making of arrangements for the proper administration of the Council's financial affairs.

To lead the delivery of high quality, value for money services across specified services and to promote access to and equality of opportunity.

To work with Directors, Heads of Service and Service Managers to ensure that robust business partnering arrangements are in place to support financial planning and effective budgetary control.

To forecast and analyse financial trends and advise Directors, Heads of Service and Service Managers on appropriate action to maintain the financial integrity of the Council.

To support the Head of Financial & S151 Officer in the discharge of legislative requirements in relation to the preparation of accounts, budget and Council Tax setting and other financial requirements and to ensure the Council acts lawfully.

To prepare, implement and monitor the Service Improvement Plans for specified areas within the portfolio and to ensure that the Service aims, objectives and action plans enable the achievement of the Council's strategic objectives and the provision of appropriate high quality services.

To prepare the service budget in line with the policy guidelines and priorities agreed by the Council, to ensure that the service is delivered within budget, to monitor expenditure against budget and to report, if required, on any action necessary.

To research and develop new and innovative approaches to service provision across the portfolio and to maximise resources and ensure value for money.

To be responsible for and provide leadership, guidance and support, including setting and monitoring standards and targets to sections and individuals within the service portfolio.

To consult, as appropriate, with the relevant Cabinet Member(s) and other Elected Members and provide appropriate and meaningful information to enable Members, the Council, Cabinet,

Committees and managers to monitor performance against agreed standards and targets and progress towards achieving the Council's strategic objectives.

To foster and establish close links with external bodies.

To be responsible for developing, implementing, monitoring and reporting on results for specific strategic initiatives across the Council as assigned to the postholder.

To ensure processes and procedures support compliance throughout the service area with relevant legislation and Council policies, including Health and Safety.

KEY WORKING RELATIONSHIPS

Develop effective working relationships with Directors, Heads of Service, Senior Managers, Cabinet and Elected Members of the Council.

Work with a wide range of parties including Wales Audit Office, the Council's External Auditor, other Public and Voluntary Sector Partners, private sector organisations and members of the public.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

The portfolio will include direct line management responsibility for the following: -

Finance Manager (Corporate Finance).

Finance Manager (Corporate Services and Communities).

Finance Manager (Education and Corporate Services).

Financial Services Manager (Social Services).

Principal Group Accountant (Housing).

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Direct responsibility for a budget of £2.07million.

Data Systems

Access to a number of Council databases

WORKING ENVIRONMENT

Agile working, including office attendance and a requirement to attend meetings and visit establishments both within and outside the County Borough.

Attendance at meetings outside of office hours will be required.

ADDITIONAL REQUIREMENTS

Politically Restricted:	Yes
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	No
Registration:	No

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Relevant professional / management qualification to degree standard or qualifications set at a similar level within the Credit and Qualifications Framework.</p> <p>Qualified Accountant with CCAB recognised qualification.</p> <p>Member of CIPFA (or other relevant body).</p>	<p>Post graduate management qualification.</p>
KNOWLEDGE	<p>In depth knowledge of financial and audit legislation, regulations and codes of practice relevant to local government, budget preparation and management, governance, tendering and contract management.</p> <p>Knowledge and understanding of the range of policy and operational issues confronting Financial Services and Local Government generally.</p> <p>Knowledge of Human Resources and Health and Safety matters/procedures involved in front-line service delivery.</p>	
SKILLS	<p>High-level innovative leadership and management skills in a complex, rapidly changing environment.</p> <p>Ability to joint work with within a multi-agency framework.</p> <p>Ability to assess corporate priorities and devise effective solutions to complex problems.</p> <p>Ability to analyse and evaluate information and situations.</p> <p>Ability to assess priorities, devise solutions and make sound decisions.</p>	<p>Welsh language skills.</p>

	ESSENTIAL	DESIRABLE
	<p>Ability to think strategically, innovatively and proactively.</p> <p>Ability to motivate staff at all levels.</p> <p>Sound decision-making.</p> <p>Skilled communicator, both orally and in writing to a wide range of audiences, utilising different media.</p> <p>Ability to work under pressure and meet tight timescales.</p> <p>Ability to negotiate with and influence others.</p>	
EXPERIENCE	<p>Experience of Senior Management and Leadership.</p> <p>Experience of managing in public sector Financial Services.</p> <p>Experience of line management and supervision of staff.</p> <p>Experience of working with Elected Members.</p> <p>Experience of being responsible for producing strategic plans.</p> <p>Experience of close partnership working.</p> <p>Experience of planning development and implementation of new policies and procedures.</p> <p>Experience of ensuring financial management arrangements are sound and effective to support strong budget management and financial planning.</p> <p>Experience of using performance management to improve services.</p>	<p>Wider management experience in the local government sector.</p> <p>Proven track record of partnership working and innovative approaches to the delivery of services.</p>

	ESSENTIAL	DESIRABLE
OTHER	<p>Commitment to the ethos of a democratically accountable Service.</p> <p>Political sensitivity, and able to maintain impartiality, managing political relationships across all parties.</p> <p>Ability to work in a confidential environment.</p> <p>Have a flexible/adaptable approach to work and be able to work unsocial hours on occasions.</p> <p>Committed to continuous professional development.</p>	

POST AUTHORISATION

HEAD OF SERVICE:	Stephen Harris	DATE:	16/02/2023
MANAGER:		DATE:	
HR:	Lynne Donovan	DATE:	16/02/2023

POST REVIEW

OFFICER:		DATE:	
OFFICER:		DATE:	
OFFICER:		DATE:	