

Overview

Post No.	
Grade	MPO3
Directorate	Resources & Organisational Development
Service Area	Corporate Resources
Team	Finance
Reporting to	Assistant Director Corporate Resources (S151 Officer)

The Job

You will be responsible for managing and leading an effective and customer-focused strategic business partner function as well as non-finance teams. You will need to provide high-quality professional advisory, analytical and reporting services, which promote and support the achievement of value for money and the councils' objectives. You will ensure that financial management and reporting is maintained to the highest standard across council services through the adoption of appropriate policies, processes, performance measures and strategies.

You will ensure that services are delivered through an advisory-led, business partnering model designed to support service managers in achieving their service goals within agreed policies and governance.

You will have an active network and be able to provide timely briefings and up-to-date advice on policy and legislative changes that may impact the financial position of the council.

You will support the development of the Council's corporate plan and budget setting process annually.

Close and collaborative working with other members of the team and staff across the council will be essential to ensure that issues are identified, and solutions developed, agreed, and implemented. Communicating advice and policy changes effectively with senior staff as required, achieving service standards, goals, and balance of risks.

Leadership

You will lead the Strategic Finance and Business Partnering Team in support of services across the council through the cyclical financial, policy and performance processes including revenue annual budget setting, capital program setting, monthly and quarterly budget monitoring to the Management Team and Assistant Director of Corporate Resources (S151 officer) and establishing the year-end outturn position in liaison with the Chief Accountant and Systems Lead.

This role will lead and manage all aspects of the annual budget setting process, ensuring that it is aligned with the agreed Medium Term Finance Plan, is based on agreed policies, and will successfully conclude with reporting to Full Council an annual budget and the Council Tax to be set for the forthcoming year for approval in accordance with statutory deadlines.

You will provide an effective business partnering function to support Service Managers in forecasting the revenue and capital program position accurately and maximise service opportunities within agreed financial policies and controls as well as lead and manage change and improvements within the team in response to meeting the changing demands and requirements of customers.

This role will take direct responsibility for several high-profile or complex budgets.

You will need to ensure that team resources are managed to meet requirements, ensuring coverage of services during peak and leave periods, and ensure effective separation of duties.

You will be confident in setting clear expectations for staff and regularly review performance and progress toward outcomes, providing honest and constructive feedback. You will support employees and provide

them with tools, support, opportunities and rewards to motivate them to achieve service objectives and outcomes.

Key Relationships

You will need to develop and maintain effective communication lines across all levels of the Council and their teams as well as providing effective and efficient support to the Assistant Director to enable accurate and agile reporting.

Internal Relationships	External Relationships
Management Team	Service Users
Assistant Directors	Peers and Network Groups
Heads of Service	Neighbouring authority colleagues
Service Staff	Operational Staff across other public/third sector bodies
Working and Steering Groups	Commercial and Community Groups and key stakeholders
Councillors	

Standard Accountability Statements

Health & Safety and Risk:

You will ensure that you know and advocate the Council's Health and Safety Policy and take such steps as are reasonably practicable for personal and collective health and safety for the services under your control.

It will be your responsibility to identify operational risk factors, including through Business Continuity Plans that might compromise achievement of key objectives or performance and put in place solutions to ensure safe service delivery.

Equality & Diversity:

You will have a responsibility under the Public Sector Equality Duty for managing diversity and inclusion initiatives within the scope of your management responsibilities. This includes the promotion of the Council policies and procedures relating to equality and diversity in the workplace, provision of services and resolving any equality grievances that are raised.

Learning & Development:

Through effective management, you will drive and promote a culture of ongoing learning and development. In addition to managing learning and development, you will be responsible for overseeing the completion of your team's development planning. For the purposes of ongoing development, there is an individual responsibility to continue your own learning and development and to maintain up-to-date records of achievement and attendance as required.

Competencies

Political acumen:

You will have a practical understanding of the tiers of government as well as the capability to interact with Members, public committees, and commercial and community partners.

You must be able to act with political intelligence within the remit of your position and demonstrate local government expertise to advise council representatives involved in political, community and public forums.

Knowledge:

You will have a thorough understanding of Finance Business Partnering and how to embed it within a finance function and a proven record of providing strategic financial advice to services that are preparing reports and briefings, ensuring that any proposed service changes, projects, investments, or savings programs are fully developed to include all financial implications and are evaluated to ensure that they provide value for money.

You will have a broad and specialised financial knowledge culminating in the ability to interpret the impact of decision-making on other services across the organisation, policy changes locally and nationally and the assessment of options and scenarios.

You will make sure you are fully up to date with the latest CIPFA guidance and requirements for effective and efficient financial management with the ability to write concise briefing notes of policy and local changes and their impacts.

Creative Thinking:

The ability to apply problem-solving to inform service decisions and improve service delivery will be essential to you carrying your role.

Policy Direction:

You will be an active advisor in policy administration and management within the Council, specifically by monitoring policy compliance and either taking corrective action as required or escalating it to the Director/Assistant Director.

Main Duties & Responsibilities

Your main duties include but will not be limited to:

1. Representing the Assistant Director of Corporate Resources (S151 Officer) through attendance at meetings, support for projects, provision of advice, and creation of reports for Cabinet and Management Team.
2. Delivery of an effective Business Partner finance function that supports an efficient and effective budget setting and reporting requirements.
3. To be responsible for and manage the council's finance training offer in relation to business partnering activity.
4. To be responsible for the budget virement control process.
5. Manage and co-ordinate the completing of financial returns (e.g., RA, grants) while maintaining an awareness of the impact of data produced. Monitor their progress where appropriate.
6. Delivery and development of the annual Capital and Revenue Medium Term Financial Plan and the key processes that feed into its production.
7. Responsible for the development of the Capital Strategy in line with CIPFA guidelines.
8. Responsible for the financial management of the council's multiyear programme.
9. Lead, manage and improve budget management controls responding to business needs and in line with financial regulations.
10. Support the annual review of the council's financial regulations and financial governance processes.
11. Ensuring relevant aspects of the Financial Management Code are in place for the strategic finance and business partnering function escalating where necessary.
12. Provision of strategic advice to services that are preparing reports and briefings.
13. Provision and development of a monthly highlight report to the Assistant Director of Corporate Resources (S151 Officer).
14. Fulfil all statutory responsibilities of a Chartered Accountant in a public service role including those responsibilities required as the council's Deputy S151 Officer.
15. Maintain continuing professional development, particularly with regard to legislation and best practice related to the service.
16. Undertake such other reasonable and relevant duties as the Director and Assistant Director may require. Deputise for the Assistant Director as required.

Professional and Personal Attributes	
Qualifications Educational and Professional	<p>First or Second-Class Degree</p> <p>Relevant professional qualification.</p> <p>Membership of an industry body, preferably Chartered Institute of Public Finance and Accountancy (CIPFA)</p> <p>Membership of other relevant professional bodies (Desirable).</p>
Knowledge	<p>Proven knowledge of relevant current and emerging legislation.</p> <p>Current CIPFA guidance and best practice.</p> <p>Business Partnering Best Practice and its implementation.</p> <p>Capital/project accounting requirements and programme management.</p>
Business Skills	<p>Evidence of the following being applied in current/previous roles:</p> <p>Proven ability to write briefings on emerging legislation and policy changes and their impact.</p> <p>Ability to grow in-depth expertise and operational understanding of an organisation's service areas.</p> <p>Proven ability to communicate effectively and professionally using different mediums, i.e. email, briefing notes, formal reports</p> <p>Proven record of working as, and leading a team of effective business partners.</p> <p>Evidence of working in an environment of continuous improvement based on the success of cross-service support and collaboration.</p> <p>Ability to proactively manage policy administration and compliance.</p>
Political Skills	<p>Demonstrated capacity for operational management within a Council's political framework in which political, community and public stakeholders are engaged.</p> <p>Practical understanding of the tiers of government and political intelligence within the remit of their position.</p> <p>Experience of and success in working in a political environment and alongside elected Members.</p>
Leadership Skills	<p>Management of Staff</p> <p>Able to build effective, supportive working relationships.</p> <p>Leads on the management of resources to achieve results.</p> <p>Ability to support senior managers in their engagement with Members.</p> <p>Ability to understand and reflect on the political context in respect of Council operational decisions and motivate your team to deliver service outcomes.</p>

	Able to coach, mentor and develop other staff.
Personal Attributes	<p>Ability to exercise creative and collaborative thinking and apply problem-solving to inform service decisions and improve service delivery to customers.</p> <p>Ability to understand and leverage modern digital approaches to improve service delivery.</p> <p>Ability to work on own initiative and manage own workload.</p> <p>Able to collaborate and communicate openly and be approachable and fair.</p> <p>Ambitious, creative, and open-minded.</p> <p>Able to command respect from staff, peers, and politicians.</p> <p>High level of personal integrity.</p> <p>Commitment to own personal development and a desire to experience new challenges and opportunities to grow.</p>
Other	By the nature of this post the hours of work must be flexible, and may, on occasion, be in excess of those normally laid down. Occasional evening work and other work outside of “normal office hours” form an integral part of the job.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.