 **Role Profile**

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| **Job Title** | Head of Finance Business Partnering | | |
| **Team** | Business Partners | **Grade** | Scale 13 |
| **Reports to** | Deputy Section 151 Officer | | |
| **Date** | August ‘24 | | |

**One Arun:**

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| Every role at Arun contributes towards our [**Vision – *A better future***](https://www.arun.gov.uk/download.cfm?doc=docm93jijm4n18990.pdf&ver=20441), and every employee strives to embrace and champion our [**Values**](https://arungovuk.sharepoint.com/sites/intranet/staff/Useful%20documents/Arun%20values%20explanation.pdf#search=arun%20values)**:**  A logo of a chat  Description automatically generated |

**Overall job purpose:**

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| To manage and lead the Business Planning & Performance Management team in its entirety ensuring that a professional, technical and innovative financial function is operated and effectively meets the needs of the Council and its services, ensuring compliance with the Local Government and Housing Act 1989 and the Chartered Institute of Public Finance and Accountancy (CIPFA) statutory requirements. |

**Key areas of focus:**

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| 1. | To provide an expert, technical, commercial and financial advice service ensuring all relevant reporting is completed including Financial reports to Committees and review of financial elements of all required reports, thus delivering a balanced budget for current year and Medium Term Financial Planning ( MTFP). |
| 2. | Ability lead and aid decision making while adhering to the Councils Constitution, Financial Governance Framework and all Policy and Procedures within as well as accordance with Delegation of Authorities. |
| 3. | To manage the delivery of Business Planning and Performance management via efficient and robust transactional Finance activities, Monthly meetings, Budget setting and monitoring, ensuring all relevant reporting is completed including Financial reports to Committees and review of financial elements of all required reports. |
| 4. | To create, deliver and manage Financial calendars and content plans particularly for Budget setting and monitoring including month, quarter, year-end activities with rolling Medium Term Financial Planning (MTFP) 6 years forward looking with robust accurate and timely reporting as required. |
| 5. | To manage the Business Planning & Performance Management teams Valuing Individual Performance (ViP) reviews, direct objectives and deliverables for immediate reports with development and training where appropriate and applicable to own VIP. |
| 6. | The post holder has several responsibilities to ensure consolidated management and reporting of resources including a spend budget of circa £100m (£50m General Fund, £30m Capex, £20m HRA), covering a Workforce of 400+ employees, 50+members, 23 wards, Population of circa 160,000 with multiple internal / external stakeholders. |
| 7. | Other appropriate duties as required that are relevant to a functioning Finance department or to Deputise as DS151 Officer. |

**Additional information**

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| 1. | Responsible for 8 staff (The Business Partners Team) |
| 2. | The post holder has several responsibilities to delivere a balanced budget for a combined spend of circa £100m (£50m General Fund, £30m Capex, £20m HRA), covering a Workforce of 400+ employees, 50+members, 23 wards, Population of circa 160,000 with multiple internal / external stakeholders. |
| 3. | The postholder is expected to shape and define service delivery standard for others to follow. |

**Role Requirements**

The following outlines the criteria for this post. Applicants will be shortlisted and interviewed to assess if they meet the criteria for the role.

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| **Criteria** | **Essential** | **Desirable** |
| **Professional Qualifications** | | |
| A qualified accountant with full membership of a Chartered accountancy body qualification as specified in the Local Government Finance Act 1988. | X |  |
| **Experience** | | |
| Minimum 3 years accountancy/budget management experience | X |  |
| Experience of managing, motivating and performance managing a team. | X |  |
| Experience of monitoring and managing financial accounts in a Social Housing or Local Government environment |  | X |
| Experience of communicating detailed technical information to Budget holders | X |  |
| **Knowledge** | | |
| An analytical approach to financial issues and the ability to make clearly reasoned conclusions and recommendations. | X |  |
| Excellent communications skills and the ability to explain complex financial issues in a tactful and diplomatic way that can be readily understood by others. | X |  |
| A detailed knowledge of the financial climate and funding regime under which local authorities operate. | X |  |
| **Behaviours** **Level 3** | | |
| Can react quickly to changing strategies or ideas. Promotes and facilitates change easily. Is able to navigate staff through periods of uncertainty with positivity. | X |  |
| Actively listens to understand specific challenges, building a rapport by showing empathy | X |  |
| Demonstrates Aruns values in developing working  practices and policies to inspire and motivate. | X |  |
| **Competencies Level 3** | | |
| Leadership - A role model and mentor for strategic direction, fostering a culture that supports our values and goals by minimalizing conflict and inspiring, influencing and encouraging others | X |  |
| Change Management - Ability to lead change projects that have an important strategic impact. Effectively plans for and manages their implementation, setting clear and measurable objectives | X |  |
| Strategic Thinking - Expected to actively contribute to the strategic direction of the Council, providing clear leadership and designing services to deliver the Council’s Vision, values, and strategic objectives. | X |  |
| Influence - Respectful of the authority and influence afforded to the level of role, and able to influence others by persuading, encouraging, and gaining support to ensure positive outcomes. | X |  |
| Communication - Able to strategically communicate to all levels, often relating to contentious and complicated matters, respectfully, confidently, and appropriately. | X |  |
| Emotional Intelligence - Demonstrates and actively seeks to understand and evolve own self-awareness, self-management (emotional self-control/adaptability/ outlook), social awareness (empathy) and relationship management (influence, conflict management, inspirational leadership), coaching others to do the same. | X |  |
| Decision Making - Makes innovative and transformative decisions and judgements that shape the future of Arun as an organisation, with an understanding of potential impacts of their decisions, and challenging the status quo. | X |  |
| Organisationally Aware - In addition to their own area, understands the work and objectives of functions of the council and contributes to the delivery of key strategic objectives. A detailed understanding and knowledge of working in a political environment is required on a regular basis | X |  |
| **Other** | | |
|  | Yes | No |
| Does this role require a **Basic/Enhanced** DBS (Disclosure and Barring Service) check? | X |  |
| Will the post holder be required to take card payments via MOTO. (If yes – needs basic DBS). | X |  |
| Is this a Politically restricted post? |  | X |
| Does this role require any out of hours/ weekend/ evening/ rota work? |  | X |
| Does this role require a driver’s license and access to a vehicle? |  | X |
| Does this role attract an essential car user allowance? |  | X |
| Does this role attract a market supplement? |  | X |
| Does this role require a uniform? |  | X |