

Job Description and Person Specification

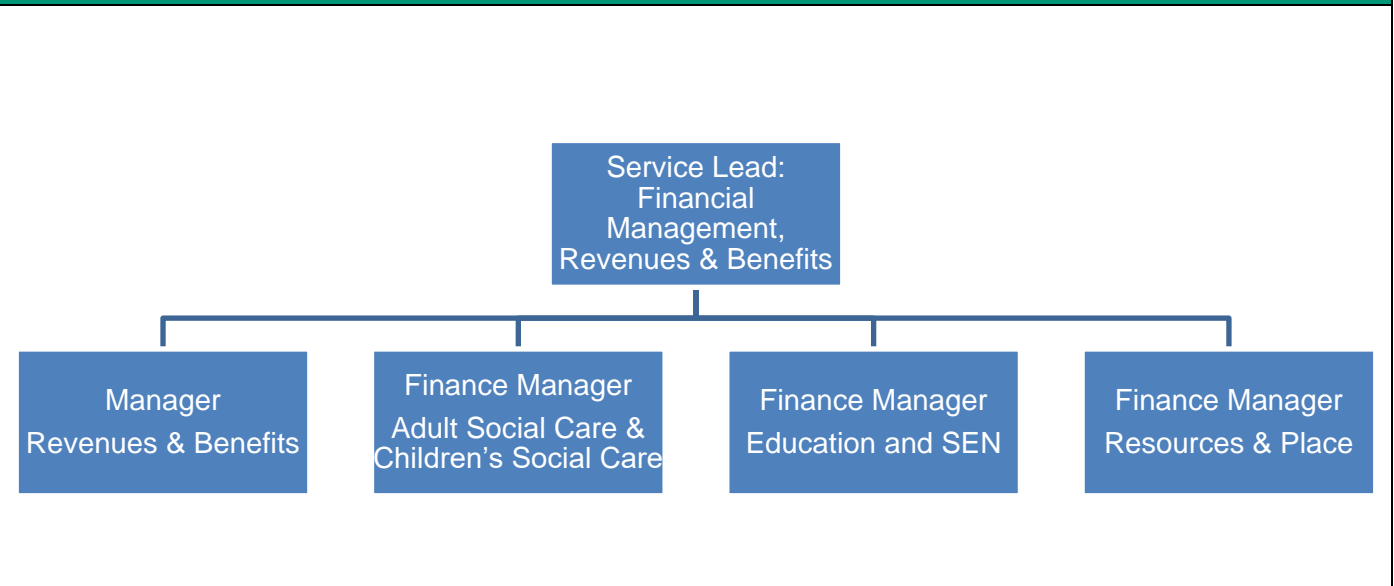
Job title:	Service Lead – Financial Management
Directorate:	Resources
Service:	Finance and Assurance
Team:	Financial Management, Revenue & Benefits
Post number:	05429
Salary grade:	Grade N
Work location:	Market Street
Reports to:	Service Director
Supervises:	Financial Management, Revenues and Benefits teams

Job Purpose

As a member of the Finance Service Management Team, to contribute to the management and direction of the service area including contributing to the implementation, monitoring and review of the Finance Service Plan.

To effectively lead and manage the Financial Management, Revenues and Benefits team, ensuring delivery of the relevant strategic and service objectives set out in the annual service plan and ensuring strong and effective resource management within the team. To discharge the deputy s151 officer responsibilities as required.

Structure Chart



Main Duties and Responsibilities

Strategic Leadership

- Maintain awareness of new legislation and/or best practice relevant to the services provided by the team and develop appropriate policies and procedures to ensure compliance. Advise and support colleagues where required.
- Provide advice to Corporate Board and the Executive.
- Provide leadership of key corporate projects and within the community where relevant to the role.
- Participate in strategy development, implementation and review.
- Ability to represent the Council at the highest level and in public forums.
- Participate actively in the management of the Council's Emergency Planning arrangements.

Service Management

To assist the organisation and senior leadership team in providing strong and effective management of the service area through:

- Promoting the Council's Corporate Values and ensuring the Council's Vision, Values and Objectives are achieved by providing a clear sense of purpose and direction for the service.
- Leading / supporting service area projects, as required, including consulting with service users to ensure the views of all sectors of the community/Council are reflected in the recommendations.
- Participating in corporate projects and initiatives, as required.
- Building positive working relationships with Council Members and assisting them in the performance of their duties at service and ward level.
- Promoting good external relations, and promoting the interests of the Council, by, for example, representing the Council at regional and local levels.
- Promoting equal opportunities, access to services and tackling discrimination both within and outside the Council. To mainstream equality within all the activities of the team and contributing to the service area's Equality Impact Assessments.
- Supporting the Service Director in preparing and delivering an annual service plan for the Finance and Assurance Department.
- Continuously reviewing opportunities to improve the efficiency and effectiveness of the Service, including the delivery of continuous improvement and best value.
- Effective financial management and ensuring effective financial control against that budget (see value of budget below).
- Undertake performance management for Senior Managers of the Team the post is responsible for.
- Advise Elected Members on strategic and urgent operational issues within the remit of the post.
- In conjunction with Senior Managers look for opportunities to deliver efficiencies and generate income (where appropriate) for services the post is responsible for.

In addition to the above, the postholder will:

Main Duties and Responsibilities

- Provide advice to the Council and Executive, Members and Officers on relevant matters to ensure that decisions take into account of relevant financial management, financial policy and revenues and benefits implications.
- Be responsible for providing high level advice to senior officers and Members on Financial Management, Revenues & Benefits matters.
- To develop and present the revenue budget and Medium-Term Financial Strategy for member approval with associated supporting documentation and processes for their delivery.
- To take an active role in ensuring that the Council has suitable and sufficient financial management arrangements in place to support senior managers in delivering good financial governance and control and to ensure that these arrangements are kept under review.
- To ensure the delivery of annual billing of business rates, Council Tax and benefits across the district
- To ensure income targets are monitored and met.
- To support how the Council operates in a manner which supports public engagement with the democratic process.
- To develop the revenues and benefits functions to ensure that they support residents and seek to improve the efficiency of the Council's operations.
- Seek opportunities to collaborate with partner organisations to improve efficiency.
- Develop effective internal and external customer relationships (for example with schools trading activity).
- Enhance communications with colleagues and develop an understanding of the work of the Council and needs of the customer.
- Provide long term strategic planning and target setting, including Service Level Agreements and Department Plans. Publishing targets and SLA performance statistics.

Management Responsibilities

All managers are expected to undertake the following responsibilities to ensure sound and robust leadership and management of the team through:

- Continuously reviewing opportunities to improve the efficiency and effectiveness of the team including the delivery of continuous improvement and best value.
- Meeting the Council's Customer Service standards.
- Effective financial management and ensuring effective financial control against allocated budget and income targets to adhere to the Council's Financial Regulations and processes and ensure a balanced budget (for managers with budget responsibilities).
- Effective human resource management, encompassing implementation of the Council's Human Resource Management policies, procedures and guidance.
- To manage recruitment, retention and induction activity for their teams to ensure both new and current staff are provided with a positive welcome to WBC.
- Undertake effective and appropriate communications and engagement with their teams in accordance with the Council's Communications and Engagement Strategy including but not limited to 121's, appraisals, team meetings and other management activities to ensure their teams are engaged and informed on WBC priorities.
- Effective performance management, including implementation of the Council's

Main Duties and Responsibilities

- performance management practices and the setting and monitoring of service standards.
- Effective Health and Safety management, including implementation of the Council's Health and Safety policies, procedures and practices.
- To lead by example and support the Council's Wellbeing Principles.
- Embedding the Council's agreed Risk Assessment practices throughout the team.
- Manage resource requirements and the impact on resources of their teams to ensure corporate priorities can be achieved and to escalate risk where necessary using risk management procedures.
- Adhere to the standards set out in the WBC Behaviour Framework for staff and managers and to ensure their associated teams are held accountable to these standards of behaviour.

Scope (impact on/control of resources, people, money etc)

Budget	Direct Revenue	£28m gross and £0.3m net
	Indirect revenue	Net £186m.
	Capital	variable
Staffing	Full time equivalent	64.98 FTE

Person Specification	Essential/ Desirable	Internal Use Only
Qualifications		
Fully qualifies accountant with significant post qualification experience, part of which has been in a management capacity	E	A/I
Committed to continuing professional development	E	A/I
Management qualification or willingness to work towards it (e.g. ILM7/MBA)	D	A/I
Experience		
Demonstrate successful management experience at a senior level	E	A/I
Proven track record of successful leadership in a directly related service environment	E	A/I
Experience of managing significant organisational change to a successful conclusion, including implementing new organisational structures, systems and new ways of working	E	A/I
Experience of producing revenue budgets and medium-term financial plans	E	A/I
Experience of financial and budgetary management with the ability to formulate financial strategies that provide value for money and puts stakeholders at the centre of financial decisions	E	A/I
Provision of high-level financial advice to Senior Managers and Board Members	E	A/I
Knowledge and understanding		
Understanding of the workings of a modern finance service including in-depth knowledge of the legislative and other matters facing local government in the department service areas, both at present and in the future.	E	A/I
Understanding of, and commitment to, equality of opportunity in its widest sense.	E	A/I
Understanding of and commitment to the development of policies to promote sustainable development and community resilience	E	A/I
Understanding of Local Government Accounting framework and local taxation	D	A/I
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	A/I
Ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	A/I
Ability to provide direction to the team	E	A/I
Ability to interpret and analyse complex performance and finance information	E	A/I
Ability to facilitate change and support continuous improvement	E	A/I
Ability to develop productive working relationships with colleagues and stakeholders	E	A/I
Ability to manage projects and performance to achieve results	E	A/I
Ability to manage the team and provide learning opportunities for employees	E	A/I
Ability to use resources and manage budgets effectively	E	A/I

Ensure customer service excellence is at the forefront of decisions around service provision	E	A/I
Able to lead by example and comply with the Behaviour Framework	E	A/I
To be able to work collaboratively with internal and external stakeholders	E	A/I
To be able to recognise successes and take feedback to improve service delivery	E	A/I
Work-related personal qualities and behaviours		
Delivery Through Collaboration – evidence of working collaboratively with others, with dignity and respect to deliver role objectives.	E	A/I
Effective Communication and Engagement – to be able to communicate in a wide variety of forms as required by the role and to take account of the views of others.	E	A/I
Customer Excellence – to be able to act in accordance with the Council's Customer Charter.	E	A/I
Responsibility and Accountability – able to be responsible for own actions in order to deliver the Council's Strategy and Service Priorities.	E	A/I
Continuous Learning and Recognition – evidence of continuous learning and willingness to learn.	E	A/I
Managing Change – open to new ways of working and embracing change.	E	A/I
Able to work irregular hours to meet the demands of the role	E	A/I
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	
Enhanced DBS check with relevant barred list/s	No	
Is this post politically restricted?	Yes	
Ability to work occasional evenings to attend Council meetings		

NOTE: A/I – Application or interview stage for assessment to be considered – manager to complete as appropriate.

West Berkshire Council's Behaviour Framework

Delivery Through
Collaboration



Responsibility and
Accountability



Effective Communication
and Engagement



Continuous Learning
and Recognition



Customer Excellence



Managing Change

