

Job Description and Person Specification

Job title:	Senior Financial Controller
Directorate:	Resources
Service:	Finance and Property Service
Team:	Accountancy
Post number:	01660
Salary grade:	M
Work location:	Market Street
Reports to:	Service Lead for Finance & Property
Supervises:	The team includes Senior Accountants, Accountants and Assistant Accountants, Team Leaders, and Finance Assistants.

Job Purpose

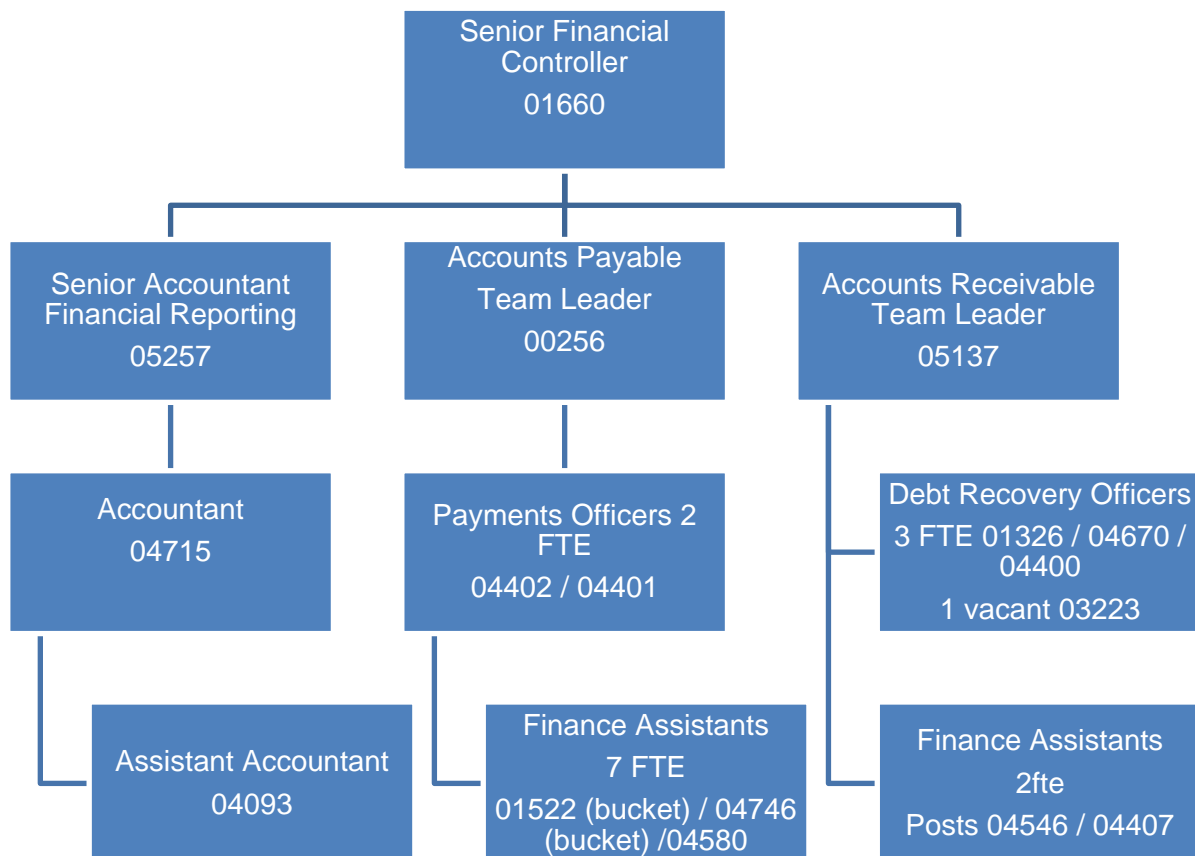
To effectively lead and manage the finance team that undertakes preparation and production of the annual financial statements, Whole Government Accountants, statutory returns, and the Accounts Payable and Receivable functions.

To coordinate key accounting functions in respect of the production of the annual financial statements, Whole Government Accounts, and liaison with external auditors. To liaise with other Finance Managers and report to the Service Lead in the coordination of resources throughout the whole accountancy service to ensure adequate accountancy support for the Council and schools.

To deputise for the Service Lead as required.

To provide expert advice and support to Finance colleagues, to other managers within the organisation and to elected Members.

Structure Charts



Main Duties and Responsibilities

Service Management

To assist the Service Lead in providing strong and effective management 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 within the accountancy function.
- Supporting service area projects, as required.
- Participating in corporate projects and initiatives, as required.
- Building positive working relationships with Council Members.
- Promoting equal opportunities, access to services and tackling discrimination both within and outside the Council.
- Interpret, review and present data to give advice on decisions relating to service delivery and procurement issues.
- Ensure that financial management systems and operational procedures comply with statutory, corporate guidance and best practice. Responsible for implementing all legislative changes across the service and Council as a whole. This will include any changes to financial ICT systems, policies, and procedures.
- For ensuring the payment of approximately 62,000 supplier invoices annually.
- For monitoring outstanding debt on the Balance Sheet and ensuring processes and procedures are robust and implemented for debt recovery.
- For ensuring all income and expenditure into the Council is accurately recorded for VAT and

accounting purposes. Including responsibility for the Council's partial exemption calculation.

- Ensure service processes and procedures are sufficiently robust to prevent and detect benefits and associated fraud.
- Maintaining strict confidentiality of all personal and computerised data in accordance with legislation.

Team Management

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.
- Ensuring high quality, expert financial advice is provided by supporting the team to develop their skills and knowledge.
- Effective financial management and ensuring effective financial control.
- Effective human resource management, encompassing implementation of the Council's Human Resource Management policies, procedures and guidance.
- Effective performance management, including implementation of the Council's performance management practices.
- Effective Health and Safety management, including implementation of the Council's Health and Safety policies, procedures, and practices.
- Embedding the Council's agreed Risk Assessment practices.

Specific Responsibilities

- Financial Accounting: Leading in providing the service area with accurate and effective financial advice, covering all aspects of financial accounting.
- Financial Accounting: Developing and implementing technical advice to the service area. This will involve close liaison and working with lead officers. The post holder will be required to use knowledge and experience to make judgments as to appropriate solutions to problems.
- Financial Accounting: Ensure the resilience and accuracy of data held within the Council's financial management system.
- Financial Accounting: Production of the draft financial statements by deadline and compliant with accountancy guidance. The post holder will be required to maintain CPD.
- Financial Accounting: Ensuring all statutory returns are completed and submitted by the deadline.
- Working with the Service Lead and other finance officers to develop a best practice financial management system to improve service quality.
- Member of the accountancy management team
- Assisting the Service Lead in the management and development of the accountancy function, and deputising when required.
- Preparing committee reports where there are financial implications. Attending committees to present reports as required.
- Liaising with officers and members.
- The post holder will be expected to use their own resources, judgment, and initiative in order to provide a high quality, effective and efficient service to the service area.
- Any other duties commensurate with the grade.

Corporate

- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

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

Financial responsibilities	Revenue	Indirect responsibility. Role covers the Comprehensive Income & Expenditure Statement £249.8 million, £7.2 million General Fund, and £280 million balance Sheet as at 31.3.2023 (draft accounts).
	Capital	In direct responsibility. Role will cover the Balance Sheet with fixed assets of £640.9 million as at 31.3.2023 (draft accounts).
Staffing	Full time equivalent	20FTE
Other	Compliance with statutory reporting framework.	

Person Specification	
Qualifications	Essential/ Desirable
Fully qualified accountant	E
Member of a professional accounting body and committed to continuing professional development	E
Minimum of six years post qualification experience in a management role	E
Experience	
Experience of producing CIPFA code compliant financial statements	E
Experience of working in local government finance	E
Experience of developing business plans and performance monitoring frameworks	E
Experience of undertaking service improvement projects inclusive of finance system improvements	E
Experience of leading, managing and motivating a team	E
Experience of working at a senior level within a finance department	E
Expertise in reviewing and analysing financial performance	E
Experienced in the provision of high level financial advice to senior officers	E
Experience of working with and presenting to senior management	D
Ability to write and present clear financial reports	E
Evidence of working in multi-disciplinary working parties	D
Experienced in handling external audit queries	E
Knowledge and understanding	
Good working knowledge of Local Government grants and funding	E
Good working knowledge of capital accounting	E
In depth knowledge of Local Government	D
Understanding of the regulatory environment for local government and ability to interpret legislation	D
Skills and abilities	
Ability to use Outlook, and a web browser to access information	E
Ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E
Ability to provide direction to the team	E
Ability to facilitate change	D
Ability to develop productive working relationships with colleagues and stakeholders	E
Ability to manage the team and provide learning opportunities for employees	E
Ability to use resources effectively	D
Work-related personal qualities	
Leadership skills	E
Creativity and innovation	D
Excellent communication skills. High level interpersonal skills.	E
Able to work under pressure in a changing environment of competing needs	E
Good time management skills and ability to meet deadlines	E
Flexible approach to service provision	D
Politically sensitive	E
Other work-related requirements	
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members	E

of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	
Enhanced DBS check with relevant barred list/s	No
Is this post politically restricted?	Yes
Ability to work occasional evenings to attend Council meetings	E
Full, driving license	D