

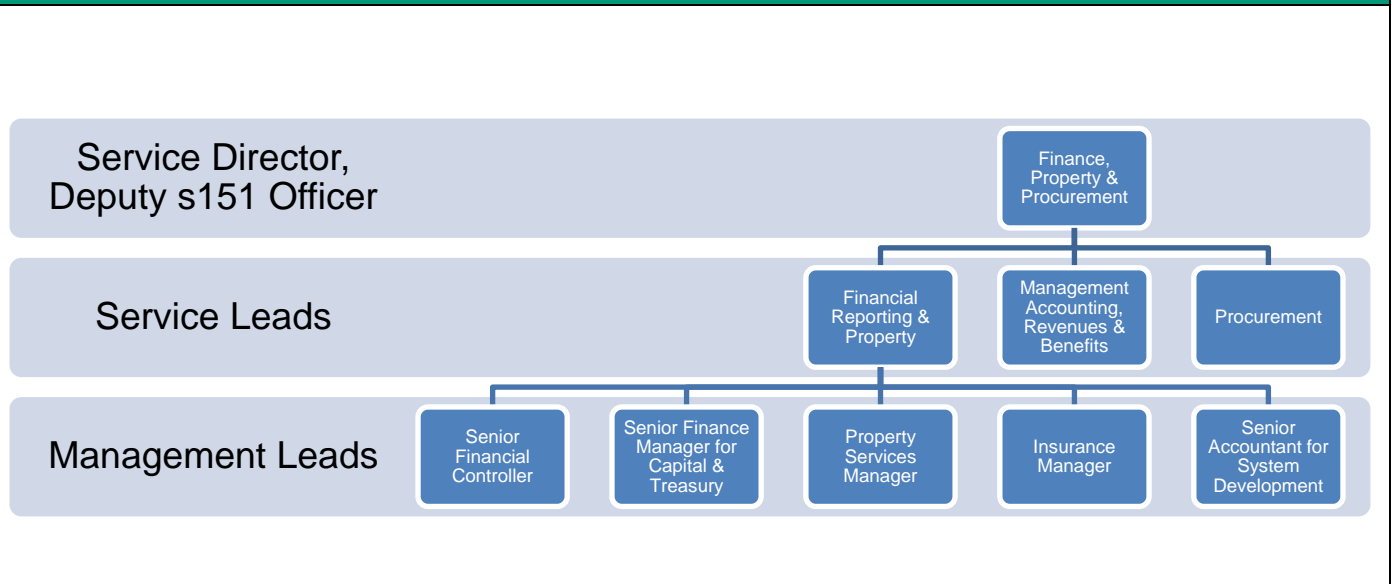
Job Description and Person Specification

Job title:	Service Lead – Financial Reporting
Directorate:	Resources
Department:	Finance
Team:	Financial Reporting and Property
Post number:	05428
Salary grade:	Service Lead
Work location:	Market Street
Reports to:	Service Director – Finance, Property & Procurement
Supervises:	Financial Reporting and Property teams

Role Summary and Purpose

- Lead the Financial Reporting and Property team, including the range of services and projects within this service area
- Contribute to the delivery of the council's strategy, vision and values and where appropriate lead on the development of policy and strategy at service level to achieve these strategic aims.
- Provide strategic advice to the Service Director, Executive Director, Members and Corporate Board on all areas of responsibility.
- Act as Council's Principal Advisor on key areas covered by the Team.
- To provide effective leadership and management of the team.
- Deputise for the Service Director as required.
- Act as the lead on provision of treasury management, property and financial accounting functions

Structure Chart



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Statutory Responsibilities
None

Role Specific Accountabilities and Impact-
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<p>Strategic Leadership</p> <ul style="list-style-type: none"> • 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. <p>Service Management</p> <p>Ensure sound and robust leadership and management of the Team through:</p> <ul style="list-style-type: none"> • 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. <p>In addition to the above, the postholder will:</p> <ul style="list-style-type: none"> • Provide advice to the Council and Executive, Members and Officers on relevant matters to ensure that decisions take into account of relevant financial and property implications . • Be responsible for providing high level advice to senior officers and Members on financial reporting and property matters. • To develop and deliver the relevant capital projects programme to ensure a robust financial infrastructure that supports the whole organisation • To take an active role in ensuring that the Council has suitable and sufficient financial reporting arrangements in place to produce the annual financial statements (and accompanying Government returns), and to ensure that these arrangements are kept under review. • To ensure income targets are monitored and met.

Role Specific Accountabilities and Impact-

- To support how the Council operates in a manner which supports public engagement with the democratic process.
- To develop the property and health & safety functions to ensure that they support service delivery across the Council and seek to improve the efficiency of the Council's operations
- To oversee the Capital, Treasury and VAT function which oversee the preparation of the capital strategy, investment and borrowing strategy, treasury management and the monitoring of the capital programme.
- To ensure there are adequate and cost effective insurance arrangements in place and that any insurance claims are managed effectively.
- 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.

General Duties and Accountabilities

- Coach, encourage and support staff to promote a learning culture that supports excellent standards of service, innovation, partnership and continuous improvement, mainstreaming equality and ensuring all services are accessible.
- Adhere to the standards set out in the Council's competency framework.
- Ensure systems and practices are developed to maximise the efficient and effective management of the service area, ensuring staff within the service receive appropriate training and support.
- Comply with the Council's health and safety policies, procedures and rules, taking reasonable care of self and others.

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

Budget & Staffing	Revenue gross expenditure	Approximately £5 million
	Revenue income	Approximately £4 million
	Annual capital financing net budget	Approximately £13 million
	Capital	Dependant on capital programme
	Staffing full time equivalent	60.1FTE

Person Specification		
Qualifications	Essential/ Desirable	Internal use only
Fully qualified accountant with significant post qualification experience, part of which has been in a management capacity	E	1
Committed to continuing professional development	E	2
Management qualification or willingness to work towards it (e.g. ILM7/MBA)	D	3
Experience		
Demonstrable successful management experience at a senior level	E	1
Proven track record of successful leadership in a directly related service environment	E	2
Experience of managing significant organisational change to a successful conclusion, including implementing new organisational structures, systems and new ways of working.	E	3
Experience of producing Annual Financial Statements	E	4
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.	D	5
Provision of high level financial advice to Senior Managers and Board Members	D	6
Knowledge and understanding		
Understanding of the workings of a modern finance service	E	1
In-depth knowledge of the legislative and other matters facing local government in the department service areas, both at present and in the future	D	
Understanding of, and commitment to, equality of opportunity in its widest sense.	E	2
Understanding of and commitment to the development of policies to promote sustainable development and community resilience.	E	3
Understanding of capital accounting and treasury management	D	4
Skills and abilities		
Ability to use Outlook, and a web browser to access information Microsoft Office (Word, Excel, PowerPoint etc)	E	1
Ability to interpret and analyse complex performance and finance information	E	2
Ability to lead and manage people effectively and motivate others	E	3
Ability to facilitate change and oversee continuous improvement	E	4
Ability to develop productive working relationships with colleagues and stakeholders	E	5
Ability to manage projects and performance to achieve results	E	6
Excellent communication, negotiating and influencing skills	E	7
Strong networking, advocacy, written, oral and presentation skills to relate effectively to employees, managers, Council Members, the public and stakeholders and command their respect, trust and	E	8

confidence.		
Work-related personal qualities		
Ability to apply creativity and innovation to thinking and initiatives to support change and meet desired outcomes.	D	1
Personal resilience and resources to deal with pressure in a rapidly changing environment	E	1
Personal integrity and commitment to public service and the values of the Council, and to continuous improvement at all levels	E	2
Strong sense of accountability and taking ownership of tasks and mistakes and ensuring lessons are learnt	E	3
Able to work irregular hours to meet the demands of the role	D	2
An enthusiastic and effective ambassador	E	4
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 fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with Members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	E	
Enhanced DBS check with relevant barred list/s	No	
Is this post politically restricted?	Yes	