

## **JOB DESCRIPTION**

**Job Title:** Head of Finance and Deputy S151 Officer

**Department:** Finance

**Reports to:** Chief Officer - Finance & Trading

**Supervises:** Finance team (13 FTE staff)

**Grade:** J

## **PURPOSE OF THE JOB**

To have overall responsibility for the Council's Finance service, including Accountancy, Treasury Management and Finance Systems and act as the Deputy S151 Officer. To directly assist the Chief Officer – Finance & Trading (S151 Officer) and the Chief Executive on strategic and tactical matters and play a pivotal role in delivering the Council's vision for the future.

## **MAIN DUTIES**

To ensure corporate financial management and governance is to a high standard and aligned to help support and deliver the Council's vision.

To lead on the preparation of the statement of accounts and all necessary financial statements, working papers and returns. This includes interpretation of the complex guidance.

To lead on the budget monitoring and budget setting for revenue (£55m gross) and three-year capital programme (£53m).

To liaise with external audit and be responsible for the annual audit process.

To ensure accurate, appropriate and timely information is provided to internal and external customers and Members.

To ensure the delivery of the Council's 10-year budget strategy and Property Investment Strategy.

To pursue income generation and commercial opportunities.

To work with and support the Council's trading companies to deliver Members' agreed priorities.

To be the finance lead on various projects across the Council and assess their financial viability.

To ensure the most efficient funding methods are used for the diverse expenditure across the council.

To manage the council's insurance provision.

To provide leadership, vision and strategic direction to the Finance team.

To be a key player in setting corporate strategies.

To identify and remain up to date with relevant legislative, professional and policy developments to understanding the impacts on the council.

To analyse performance indicators within Finance.

To ensure sound financial controls across the council.

To prepare and present reports to Members, at both informal and formal Committee meetings.

To be responsible for ensuring a timely and appropriate response to customer complaints (and FOI requests)

## **DIMENSIONS**

Overall management responsibility for a team of 13 staff within the Finance team

Responsibility for data/information held in the finance system.

Responsibility for budgets of £3m. In the S151 officers absence, this role has overall responsibility for all council budgets.

Based at Argyle Road, Sevenoaks with occasional travel to other sites

## GENERAL RESPONSIBILITIES

To embrace the values and behaviours of the Council.

To comply with the Council's Safeguarding policy.

To comply with the Council's Equal Opportunities policy, and to actively promote equality of opportunity wherever possible.

To comply with the Council's Health & Safety policy.

To participate in any relevant training for the duties of this post and to achieve the key objectives of the Council.

To participate fully in the Council's staff appraisal scheme.

To carry out any other related duties which may be directed by the Chief Officer - Finance & Trading.



## PERSON SPECIFICATION

**Job Title:** Head of Finance

|                                           | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                           | DESIRABLE                                                                                                                                                                                                                                                                            |
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| <b>QUALIFICATIONS</b>                     | <p>Professional accountancy qualification (CCAB or CIMA).</p> <p>Evidence of continuing professional development.</p>                                                                                                                                                                                                                                                                                                               | <p>Relevant management qualification</p>                                                                                                                                                                                                                                             |
| <b>KNOWLEDGE, SKILLS &amp; EXPERIENCE</b> | <p>Comprehensive knowledge of Local Government finance and accounting including the production of the statutory Statement of Accounts.</p> <p>Strong background in financial management, target setting and monitoring.</p> <p>Be financially and commercially aware with strong analytical skills and a creative approach to both income generation and cost reduction.</p> <p>Managing a high performing and successful team.</p> | <p>Company accounts</p> <p>Group accounts</p> <p>Prudential Code</p> <p>Collection fund accounts</p> <p>Excellent IT skills</p> <p>Involvement in multi-council network groups.</p> <p>Project management</p> <p>Significant achievement in a challenging financial environment.</p> |

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|  | <p>Proven ability to bring projects to fruition.</p> <p>Effective budget management and delivering cost reductions whilst improving services.</p> <p>Ability to prioritise, work under pressure to tight deadlines and achieve results.</p> <p>Numerical and analytical skills sufficient to provide financially sound information.</p> <p>Highly developed and effective communication, collaboration and interpersonal skills.</p> <p>Proven ability to build relationships and gain respect at the highest level.</p> <p>Ability to convey information clearly to a wide range of recipients both internally and externally.</p> <p>Successful track record of managing change.</p> <p>Ability to develop and maintain effective working relationships with Members.</p> | <p>Devising, developing and implementing successful complex innovations in financial management.</p> |
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| <p><b>APPROACH</b></p> | <p>Inspiring, motivational leader and corporate player.</p> <p>A lateral thinker with the ability to develop new solutions to issues and problems.</p> <p>Very high levels of personal motivation, commitment and enthusiasm.</p> <p>Ability to engage and motivate.</p> <p>A positive, outcome-focussed approach.</p> <p>Determination to achieve the best outcomes for the Council and the District.</p> <p>Commitment and ability to work to tight deadlines.</p> <p>Ability to work on several complex issues at the same time.</p> |  |
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