

JOB DESCRIPTION FORM

Job Title: Head of Corporate Finance

Job Holder:

**Reports to:
(Name & Title)**

Service Director – Financial Management & Deputy s151
Officer

1. Job Purpose:

To ensure the provision of accurate and timely financial reporting, specifically with regards to the production of the Council's Statement of Accounts and to provide financial accounting advice across the Council to ensure compliance with financial reporting standards and CIPFA guidance

To ensure that control procedures are in place to protect financial integrity of the Council.

To ensure that all aspects relating to the Council's capital and treasury management are properly and accurately dealt with, including statutory requirements, national accounting guidelines and the Council's delegations

2. Organisation:



3. Leadership and collaboration:

Demonstrates compassionate and inclusive leadership through the line management of services for whom the post is accountable and provides strong and motivational leadership to drive continuous improvement, efficiency savings and higher levels of satisfaction for residents.

Actively understand the challenges faced by colleagues across the organisation to be able to support the delivery of corporate objectives.

Actively promote and role model the council's priorities and ways of working, values and behaviours to ensure they are delivered throughout the service.

Develop and implement effective communication and engagement arrangements with all stakeholders to facilitate effective relationships that drive improvements in service delivery.

4. Governance:

Understand and uphold the Constitution, Scheme of Financial Delegation and Contract Procedure Rules of the Council and ensure that they are followed throughout the directorate.

Support the democratic process, providing advice to elected members on the appropriate response to local and regional matters as well as the internal business of the Council.

Champion effective management of risk and the active response to audit findings in relation to service delivery. Be jointly accountable with others in the Directorate for the local risk register and any aspects of the corporate risk register and corporate risk framework of the Council relevant to services areas that the postholder is accountable for.

Ensure that teams under the postholders sphere of influence fulfil their duties in relation to standards, complaints and scrutiny, maintaining an open culture of transparency, accountability and ownership, taking responsibility for mistakes, putting them right and learning lessons for future improvement.

Promote, preserve and protect the health, safety and wellbeing of councillors, employees, service users, contractors and partners in the provision of Council services, ensuring that the provisions of all relevant legislation are achieved, such as the Health and Safety at Work Act 1974.

5. Innovation:

Champion innovation by being open minded to new and radical ways to deliver services, actively seeking out good practice from others to learn from to develop our own service design and delivery.

Promote a culture of continuous improvement by encouraging colleagues to share ideas, take appropriate risks, and recognising innovation.

Champion and embed a performance and quality assurance culture that delivers results through rigorous open challenge, personal accountability and continuous improvement.

6 Equality, Diversity and Inclusion:

Promote an organisational culture that is positive, safe, respectful and compassionate, as well as open to change and feedback enabling everyone to feel empowered and valued.

Act, at all times, in ways that create an inclusive environment where people can thrive and be empowered to do their best. Role model good behaviour and practice and proactively seek ways to ensure staff feel valued and develop a sense of belonging.

Demonstrate awareness of the diverse needs of our residents to inform the decisions made about the services we deliver and ensuring a robust approach to equality impact assessments and their application to employment, service delivery and policy development.

7. Finance:

The post holder is directly responsible for managing the Councils balance sheet, which comprises c£800m of assets and liabilities.

The post holder will:

- continually review and reshape service delivery to achieve financial efficiencies and maximise opportunities for income generation, whilst maintaining the highest standards of service delivery
- ensure the effective management and deployment of all appropriate budgets in line with agreed financial processes, envelopes and savings, including contract budgets for people services and pooled budgets where appropriate.

8 Staff:

The postholder will be responsible for a workforce of approximately 7 direct and indirect reports.

9. Principal areas of accountability:

1. Performance manage, direct and control the work of the Corporate Finance Team (including Financial Accounting and Capital and Treasury functions) to ensure that its objectives are met and that a high quality, efficient and effective service is provided to all its customers.
2. Manage the overall co-ordination of the completion of the councils statement of accounts, to specified statutory deadlines and in compliance with relevant codes of practice
3. Oversee the statistical returns including submission of data in corporate returns within the specified service area.
4. To examine and interpret changes in Government regulations and national accountancy guidelines in order to ensure that systems in place are adequate to meet the requirements. To devise, recommend and implement changes which are needed to ensure compliance with these requirements.
5. Responsible for the overall integrity of the Council's financial accounting regime within the financial system. This includes ensuring appropriate and robust financial controls (including control account reconciliations), procedures and working practices are in place and kept up to date with changing legislation, national initiatives, changing service function. This also includes the timely review and update of the Financial Regulations
6. To ensure council wide compliance with the financial controls and procedures.
7. To ensure staff within the service areas are aware of standards, expectations and timescales, and to establish clear lines of responsibility and accountability building trust, good morale and teamwork, providing creative and innovative financial advice and training where required.
8. To advise the Service Director on the financial accounting implications of decisions proposed by Council and the merits of different options available.
9. To liaise with the Council's external auditor on all matters relating to financial accounting, including the co-ordination of the final accounts audit.
10. To assist the Service Director – in co-ordinating corporate finance and technical reports for Cabinet, Audit Committee and Council
11. Provide accurate and timely financial information in line with best practice, the Council's financial regulations and audit and CIPFA requirements.
12. To develop Capital and Treasury Management Strategies in accordance with legislative and Council requirements, including setting the prudential indicators and assessing the revenue implications of such strategies.
13. To review, monitor and report the Council's Treasury Management Strategy and Prudential Indicators and to manage the Council's treasury management activities in accordance with the Council's Treasury Management Strategy, Treasury Management Practices and the CIPFA Code of Practice.
14. To examine and interpret changes in Government regulations and Statements of

Recommended Practice in relation to capital and treasury accounting in order to ensure that systems in place are adequate to meet the requirements. To devise, recommend and implement changes which are needed to ensure compliance with these requirements.

15. To negotiate, arrange and administer banking and leasing facilities, and other non-borrowing finance in accordance with legislation and codes of practice on the most advantageous terms to the Council.
16. To liaise with other local authorities, technical enquiry service, councillors, treasury consultants, brokers, leasing companies, banking institutions, external and internal audit on all matters relating to capital and treasury management.
17. To provide advice to the Council on capital accounting and treasury issues and to complete all relevant statutory returns.
18. Undertake work on ad-hoc or special projects at the request of the Service Director.
19. Attend meetings representing the department as directed by the Service Director.
20. Continuously develop and adapt the service to fulfil the changing requirements of corporate requirements, government policies, accounting codes of practice, changing legislation and implement methods where appropriate to improve efficiency.

10. Areas of responsibility:

The post holder will be responsible for the following service areas:

Statutory Responsibilities:

- To take prime responsibility for the production of accurate Statement of Accounts, inline with the statutory deadlines and compliant with all relevant standards and legislation..
- To negotiate with the External Auditor on matters relating to the Statement of Accounts and agree amendments or changes in practice, etc.
- To give advice to the Service Director on any issues which remain in dispute
- To support the Service Director fulfil their statutory responsibility for financial administration
- To lead and manage the Financial Accounting, Capital and Treasury Functions.
- To develop, implement and finance the Capital Programme and the linkages between the Asset Management Strategy, Asset Management Plan and Capital Financing strategy.
- To consider the implications of new decisions affecting the Statement of Accounts, Capital Accounting, Treasury management or other financial aspects (eg Taxation) and provide advise to the Service Director on such matter to the
- To manage the Treasury management function in line with delegations as agreed by Council.

Generic Responsibilities:

- To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
- To comply with all Health & Safety at work requirements as laid down by the employer.

Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

11. Key relationships:

Manager

- 1:1 meeting monthly with Service Director Financial Management and Deputy Section 151 Officer
- Annual performance conversation and mid-year review.
- Regular e-mail, telephone and personal contact and ad hoc meetings as required.

Direct reports

- 1:1 meetings 'our conversation' monthly.
- Regular e-mail, telephone, personal contact and ad hoc meetings as required.

Other contacts

- External Auditors
- Elected Members as part of the Audit Committee
- Strategic Partners: senior managers and strategic partnerships with Peterborough City Council. This includes both public and private sector bodies.

12. Decision Making Authority:

The Head of Corporate Finance will have freedom to deliver within the frameworks outlined above.

Would only require specific approval from Service Director(Deputy s151 Officer) if approach was contrary to those, or may have political or broader implications for the Council

13. Person Specification:

Experience:

Significant and successful experience of:

- Working at a senior level within a large and complex organisation with comparable scope, responsibilities, budget, and resources.
- Providing balanced strategic advice and guidance in a political setting.
- Leading the delivery of public services with competing priorities and demands often outside of the Council's direct control.
- Leading transformational change and creating innovative service models, particularly in response to the demands of an organisation that is undergoing a

radical transformation and modernisation.

- Delivering complex projects on time and within budget and outcomes.
- Leading and contributing to strategic decision making, resource allocation and to policy formulation and delivery, adopting a problem-solving culture.
- Delivering creative and innovative solutions to improve the use of resources and achieve value for money across an organisation.
- Establishing a strong performance culture including effective performance measures, evaluation of service quality and the improvement of service delivery to achieve the Council's objectives
- Leading, managing and developing employees to sustain high levels of service delivery, recognising and developing talent.
- Developing and nurturing positive and constructive working relationships with a wide range of customers, stakeholders and partners, maintaining a positive personal and organisational profile.

Role Specific:

- Successful and consistent track record of achievement in previous management roles within a large and complex organisation
- A track record of providing accurate, reliable, practical, clear and effective financial advice to decision-makers within a local authority
- Practical experience of maximising the use of technology to achieve outcomes
- Experience of the legislative and regulatory regimes within which local government finance operates
- Experience of having supported and championed change within an organisation
- Demonstrable experience of financial accounting, planning and control methods

Skills and Knowledge:

Ability to demonstrate:

- A comprehensive understanding of the current issues and challenges facing local government as well as the statutory framework governing the sector.
- Skills in understanding and responding to different perspectives and taking a cross-organisational approach, gained by working in a political or similarly challenging environment.
- Business acumen and an entrepreneurial mindset to lead the strategic delivery of services and maintain a focus on obtaining best value for money at all times balanced, against the difficult and sensitive challenges faced.
- Ability to lead, develop and sustain effective team, partnership and multi-agency working through strong effective advocacy, influencing and negotiating skills.
- Skills to provide creative solutions to complex problems together with high level analytical, presentational and communication skills.
- Ability to establish and sustain positive relationships that generate confidence, ability and trust.
- Highly developed influencing and negotiation skills to operate at a strategic professional and political level, locally and nationally.
- Understanding of the barriers to organisational and cultural change and the commitment to being a catalyst for change.

Role Specific:

- Demonstrable knowledge of the legislative and regulatory regimes within which local government finance operates
- A track record of effective decision-making and project delivery
- Excellent interpersonal, presentation and report writing skills with the ability to relate in a range of settings to a wide range of audiences in a manner that inspires respect, trust and confidence
- A motivator and able to develop, shape, work in and lead teams, developing and strengthening the people around them
- High motivation, enthusiasm and personal drive
- Outcome focused and decisive but able accurately to identify and assess risks and benefits in different courses of action
- Excellent management accounting and reporting skills
- A track record of performance management and of having established a performance-focused, problem-solving culture
- Able to hit the ground running and quickly understand the organisation and its culture

Personal Effectiveness

Ability to demonstrate:

- A clear and strong personal commitment to equality, diversity and inclusion and a track record of developing inclusive services and leading by example.
- Evidence of leading people and services to recognise, respect and value individual needs to achieve a culture of inclusivity.
- Evidence of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors that command respect, trust and confidence.
- Personal and professional credibility which commands the confidence of elected members, senior managers, staff, external partners and external stakeholders.
- Leadership by example with a style that empowers others and is open to question and challenge as well as a commitment to continuous self-improvement.
- A commitment to and evidence of successful strategies in managing personal resilience and wellbeing at a leadership level and promoting positive leadership practice, role modelling these behaviours for others.
- Evidence of planning for the future delivery of services, including effective workforce planning for future challenges.

Role Specific:

- Robust and resilient, demonstrating emotional intelligence and self-awareness
- Adaptable and flexible

Qualifications

- A qualified CCAB accountant
- Evidence of Continuous Professional Development.

14. Additional Information:**Political Restriction**

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.

SIGNATURES:

After reviewing the questionnaire sign it to confirm its accuracy

JOB HOLDER: _____ **DATE:** _____

LINE MANAGER: _____ **DATE:** _____