

Job Description

Job Title:	Head of Finance (Financial Management/ Business Partnering/ Corporate Services)
Grade:	HoS L2
Department:	Finance
Division:	Finance
Reports to:	Finance Director
Responsible for:	Finance Team
Number of Posts Supervised/ Managed:	1-5 Direct Reports, team of 5-15

Job Purpose

- To provide professional accounting, technical accounting advice and value adding finance services to Barking and Dagenham and to its subsidiaries, wholly owned companies and other organisations including but not limited to Be First, Barking and Dagenham Trading Partnership and Reside. You will be required to work flexibly, and this will potentially mean working at other locations and, when necessary, outside of normal working hours.
- To lead the provision of strategic financial advice to all Directors, their Cabinet Members and directorate management teams through finance business partnering to enable the maximisation of resources and the successful delivery of value for money services.
- To lead a team providing operational and strategic financial support and advice, financial planning, budget monitoring and closure of accounts.
- To be a member of the Finance Management Team, contribute to the development and maintenance of corporate financial policies, strategies, systems and practices and to manage the development and continuous improvement of the financial support services.
- To actively support the Strategic Director/ Chief Financial Officer/ Finance Director and Deputies in their section 151 duties for the Council, including at Member(s) meetings and at the Corporate Management Team.
- To build strong internal and external networks to maximise insight and innovation, to influence and inform directors and senior management decision making on financial and wider performance, promoting financial standards and practices across the Council to ensure a financially compliant and well-run organisation.
- To be involved in public sector wide finance collaboration, working closely with regional finance groups, CIPFA and other relevant groups and bodies to identify and assess new national policy decisions.

- Lead the authority's capital accounting and monitoring arrangements in the development and maintenance of strategic capital management plans and accounting arrangements and ensuring that this is in line with statutory and legislative requirements.

Specific Accountabilities of the Role

- Oversee the financial monitoring process to ensure accurate and evidence-based forecasting for Capital and Revenue, early identification of pressures, savings, opportunities and risks, briefing of senior officers and escalating any concerns or issues in a timely manner whilst seeking to find resolutions and develop action plans.
- Build strong working relationships with Chief Officers, Directors, elected Members and other internal and external Stakeholders, to provide strategic guidance to ensure financial effectiveness and support decision-makers to deliver optimal business outcomes.
- Identify the training needs of service managers and their support staff in relation to financial planning and management and ensure appropriate training strategies are implemented to develop a high level of financial literacy across the organisation.
- Lead on the development of the medium-term financial planning for the Council and oversee the budget setting process for all Departments to ensure the requirements of the Council's Financial Strategy are met.
- Maintain an awareness of changes in funding arrangements and address implications.
- Lead on the interpretation and communication of new legislation, service requirements, responses to service specific finance consultations and to model the impact on departmental services.
- Oversee the timely completion of year-end process, ensuring compliance with appropriate accounting standards and treatments including comprehensive audit working papers.
- Direct and encourage the Finance Team, ensuring that up-to-date knowledge of the financial framework is maintained and that they have the skills and knowledge to provide their roles effectively in order to drive performance improvements within directorates.
- Where relevant, lead on HRA rent and budget setting and maintenance of a sustainable business plan.
- Where relevant, lead on the Dedicated Schools Budget and the Local Funding Formula and represent the Director of Finance on the Schools Forum, ensuring that the financial position of the Council's maintained schools is monitored, and schools receive appropriate advice and support.
- Contribute to the development and management of the Council's capital programme.
- Contribute to the continuous development of the Council's financial management systems and processes to ensure they fulfil both the statutory reporting needs and support the provision of an efficient support service.
- Deputise for the Finance Director/ Chief Financial Officer as required, providing technical financial analysis, ensuring the proper administration of financial affairs within the Council including compliance with professional standards, statutory responsibilities, and Financial Regulations/Standing Orders.
- Draft or otherwise agree the financial implications of reports to Members, partners and other external agencies, and present reports at meetings, where necessary. Ensure all

reports contain comprehensive evidenced-based financial information that accurately reflects the financial and accounting implications of the options under consideration and are fully understood by the relevant service.

- Where relevant, provide financial advice and assistance on the preparation and award of Contracts to ensure the best financial solution for the authority without compromising on quality of service.
- Represent the Council in negotiations concerning financial arrangements with external agencies, including government departments and Partnership Bodies, as required.
- Ensure all relevant audit and inspection recommendations are implemented.
- To personally keep up to date with all professional and legal developments consistent with the requirements of the post, ensuring compliance with:
 - New developments
 - Appropriate legislation
 - Council's policies and requirements, Standing Orders, Financial regulations

Statutory requirements

None

General Accountabilities and Responsibilities

Customer Care

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council.

Project management

Undertake assigned projects, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard.

General Accountabilities and Responsibilities (All roles)

- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution (including Contract Rules, Financial Regulations and Rules, Employment Procedure Rules, Employees' Code of Conduct), Information Security Policies, Social Media Policy and other requirements of the Council.
- Ensure high standards of records management and assume responsibility for all information assigned to the post.
- Promote the development of a high-quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies and comply with the Equality Act 2010.

- Ensure compliance with and actively promote Health and Safety at work legislation, Council and Service H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.
- Ensure that the Business Impact Analysis and Business Continuity Plans are kept up to date, tested regularly and communicated to all their team members.

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder and/or as detailed in the Council's and Services Business Continuity Plans.

This post is Politically Restricted in accordance with S2(2) (a); S2(3)(a) and S2(3)(b) of the Local Government and Housing Act 1989.

Person Specification

Post Title	Head of Finance	Grade	HOS L2
Section, Division	Finance	Date of Person Specification	July 2024

Job Requirements		Essential Criteria	Method of Assessment	Job Requirements		Essential Criteria	Method of Assessment
Education, Training and Qualifications	CCAB qualification, continuing professional development and a member of accountancy body (with at least 5 years accounting experience including at least 3 post qualification)	E	AF1 Evidence of qualification	Knowledge, Skills and Experience	Comprehensive knowledge and understanding of: local government finances; regulations and legislative framework; legal and political workings of local government; and a clear understanding of the role and responsibilities of the S151 Officer	E	AF2.1 I T
					High degree of credibility and business awareness with well-developed strategic, analytical, operational and financial management skills, including attention to details and checking output for accuracy and completeness	E	I T
					Proven record of accomplishment gained within a large and diverse organisation, which	E	AF2.2 I T

Job Requirements		Essential Criteria	Method of Assessment	Job Requirements		Essential Criteria	Method of Assessment
					demonstrates achievements at a senior, strategic and corporate management level		
Communication, Contacts and Relationships	Experience of providing written and oral financial advice and strategic support to senior managers and elected members, and ability to write Executive reports explaining complex financial information to non-Finance staff	E	AF3 I T	Equalities and Diversity	Demonstrate experience of and commitment to promoting equalities and diversity, and proven record of accomplishment of applying equalities in all areas of work, with an understanding of the issues underpinning these values	E	I
	Ability to develop and sustain effective team working & partnerships with internal and external stakeholders, and of quickly establishing trust and credibility to effectively influence and challenge decisions	E	I				
Creativity and Innovation	Ability to think strategically and contribute innovative ideas, to be proactive in developing and	E	AF4 I T	Resources, data protection and	Awareness of GDPR and ability to ensure compliance within service	E	I

Job Requirements		Essential Criteria	Method of Assessment	Job Requirements		Essential Criteria	Method of Assessment
	implementing continuous improvements within the Service			information governance.			
Supervision / Management of People	At least 1 year experience of developing and managing a high performing and diverse finance team consisting of minimum 5 staff	E	AF5 I	Work Demands and Decisions	Ability to manage conflicting and competing priorities effectively with the resilience, pro-activeness and organisational abilities to keep delivery on track during uncertainty and change	E	AF6 I
	Lead by example to create a positive team spirit where team members work together to achieve shared goals	E	I		Ability to work effectively under pressure, to strict deadlines and deal with challenging issues using one's own initiative	E	I T
Drive Values	Delivery: Ability to effectively develop best practices, communicate and shape the vision of the services, providing directions during period of change, implementing innovative solutions to	E	AF/V1 I	Drive Values	Value: Keen awareness of value for money and principles of robust financial management in achieving corporate goals and good customer services, and the importance of these in improving the borough	E	AF/V3 I T

Job Requirements		Essential Criteria	Method of Assessment	Job Requirements		Essential Criteria	Method of Assessment
	problems and influencing others to bring them on-board						
	Inspire: Ability to work in a collaborative, open and consultative manner – skilled in forging strong collaborative relationships with colleagues and all borough stakeholders	E	AF/V2 I				
Any additional factors Ability to use standard office IT software including PowerPoint, Excel and Word, and experience of using financial systems. Able to attend meetings outside normal hours							
Criteria	E - Essential (only use Essential Criteria)		Method of Assessment	AF - Application Form			
				C - Assessment Centre			
	DWP “Disability Confident Employer” Accreditation Applicants with a disability or impairment will be shortlisted for interview if they meet the minimum (essential) criteria for the job. Armed Forces Community Covenant All personnel and veterans who have left the armed forces within the last 24 months will be offered an interview if they meet the minimum (essential) criteria for the job.			I - Interview			
				T - Test			
				W - Workplace Assessment or job trial			
				O - Other (please detail below)			

Barking and Dagenham Council employees



Deliver

I get the basics right and keep learning to develop my skills.

I work with my team and others to get things done, and never leave a problem unsolved.

I am responsible for my actions, make decisions and can explain why I made them.



Respond

I am professional and polite in every contact I have with residents and customers, leaving them always with a good impression of the council.



Inspire

I see it as my personal responsibility to maximise the satisfaction of customers; treating customers fairly, professionally and transparently.

I take pride in my work, and represent the council in a positive way, sending the right message to residents, customers and partners in the way I communicate and behave.



Value

I understand my contribution and the part I play to change the borough for the better.



Engage

I speak up constructively and with respect when I think things need to improve.