#### UTTLESFORD DISTRICT COUNCIL

**JOB PROFILE**

**Designation:** Director – Finance, Revenues & Benefits **Grade** 13

(Deputy Section 151 Officer)

**Directorate:** Finance, Revenues & Benefits (FRB)

**Reporting to:** Strategic Director of Finance,

Commercialisation and Corporate Services (Section 151 Officer)

**Located:** Saffron Walden ***OR*** such other place of employment in the service of Uttlesford District Council as required

**Responsible for:** Finance, Revenues & Benefits

**OVERALL PURPOSE OF JOB**

1. To act as a corporate leader in association with Strategic Directors, other Directors and elected members.
2. To fulfil the role of Deputy Section 151 Officer and support in the forward planning and Financial Strategy of the Council and lead on the budget and Medium Term Financial Strategy preparation.
3. Oversee all financial and commercial support and analysis within the authority under the direction of the Strategic Director of Finance, Commercialisation and Corporate Services (Section 151 Officer).
4. Lead on the modernisation of Finance, Revenues & Benefits to deliver high performing, customer facing services. Encourage innovative ways of working and constructively challenge existing practice to support cost reductions and efficiency improvements.

**JOB DESCRIPTION**

**Key Responsibilities**

1. To fulfil the role of Deputy Section 151 Officer and represent and deputise for the Section 151 officer externally as and when required. In the event of the Section 151 Officer’s prolonged absence to act as the Section 151 Officer.
2. To fulfil the corporate role of Money Laundering Reporting Officer.
3. To be an active member of the Corporate Management Team (CMT), ensuring that the Council maintains its financial stability and can deliver its strategic priorities. All corporate and financial risks are identified and reported appropriately.
4. To manage all the finance, revenues and benefits functions, with direct line management responsibility for the Head of Finance and the Revenue and Benefits Manager and indirect line management responsibility for upto 40 staff.
5. Ensure that Members and Officers are provided with high quality expert advice on financial strategies, policies, standards and practices and to be personally ready to provide strategic finance advice and challenge including an assessment of the impact of changes arising at both local and national level.
6. Ensure that Finance has sufficient technical expertise within the service to advise on all matters that would be reasonably expected to be encountered within the annual budget cycle and knows how to obtain and interpret advice on matters that it can not.
7. To embrace change and develop a positive directorate culture that is supportive of challenges to traditional ways of operating and is silo free in its approach. To lead by example as a developer of innovative and creative ideas to modernise and transform service design and delivery both internally and cutting across directorate and potentially even organisational boundaries for the benefit of residents.
8. Ensure a high quality responsive customer driven offer by FRB to the services and residents with clear processes for regular review of performance with input from customers and key stakeholders. This requirement includes ensuring system reports are user friendly to support self service and the ability to hold budget holders to account.
9. Develop and maintain effective external working relationships with Members, Officers, external Auditors and fellow senior officers within public sector bodies to advance the needs of the district council and the perspective of Finance.
10. To lead on the delivery of the Medium Term Financial Strategy and Budget process, in accordance with priorities laid out in the Council’s Corporate Plan.
11. To ensure that the financial control regime and budget monitoring processes are sufficiently robust and timely to support decisions by members and CMT officers, with sufficient evidence to meet external audit requirements. This requirement includes responsibility for ensuring that all system and manual financial inputs and outputs are correctly accounting for transactions.
12. Ensure that there are adequate processes and resources to meet all statutory and operational requirements of Finance, including but not limited to the annual Statement of Accounts production, tax reporting, government returns, the 30 Year HRA Business Plan and much more.
13. To lead on all the financial management of the Council’s Commercial Assets and its wholly owned Company (Aspire Ltd), including preparation of the annual accounts and liaison with the external tax consultants.
14. Ensure that Audit responses are timely and accurate and that all Audit (internal and external) recommendations are implemented within the timescales set out.
15. Ensure that the council’s transactional financial services, even any outside the direct remit of this role are functioning adequately to support the business and to meet the council’s statutory responsibilities
16. Such other duties as from time to time may be required, commensurate with the overall grading and purpose of the post.

The above duties and responsibilities give a broad outline of the functions of the post. However, by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provided by Uttlesford District Council. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

OPERATING ENVIRONMENT

The post holder will be expected to follow the council policies and procedures and act in a flexible, co-operative and professional manner at all times, assisting colleagues to maintain an effective and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition, the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

**PERSON SPECIFICATION/SELECTION CRITERIA**

The following person specification lists the criteria that have been agreed for the person we are seeking to recruit. These criteria will be used for shortlisting. **It will help your application, therefore, if you can provide information on the application form of your experience ability to meet the criteria** either through your previous employment, social activities or in the home.

##### Knowledge

* Understanding of the democratic processes and sensitivity of working in a political environment and experience of working with elected members
* Understanding of the changing role of local government, including the use of partnerships and multi-agency working
* A comprehensive working knowledge of local government finance, with focus on working in district councils, as well as the accounting environment in general
* An understanding of service delivery improvements within a financial setting
* Extensive working knowledge of local government regulatory and audit frameworks
* Extensive knowledge of financial planning and management of a Finance team, including closedown and the production of the Statement of Accounts
* Working knowledge of accounting for Commercial Assets and group accounts
* A sound working knowledge of how IT can be used to enhance the efficiency and effectiveness of the Finance service.

##### Skills

* Excellent interpersonal skills, and the ability to interact with councillors, senior officers and colleagues in all parts of the Council, in a variety of formal and informal settings
* Highly developed communication skills with the ability to produce committee reports and other documents to a professional standard
* Ability to present a professional image of the Council and its finance team in dealings with external colleagues and partners.
* Well-developed verbal presentation skills including the ability to present complex financial matters in terms understandable to a lay person.
* Able to interpret technical documents and analyse the financial and operational implications for the finance team and the Council as a whole.
* Ability to give proportional, pragmatic and proactive advice to colleagues and members, and where necessary use assertiveness and objectivity to ensure the correct advice is given, even if it is not necessarily what people would like to hear.
* Well-developed management and leadership skills.
* Able to develop a healthy culture of challenge and innovation that does not focus on blame but on opportunities and careful consideration of risks while also being comfortable welcoming of challenge by others.

##### Experience

* A comprehensive working knowledge and experience of accounting and finance in a local authority setting.
* Demonstrated evidence of resilience under challenging circumstances.
* Detailed experience of working with senior staff and councillors
* Extensive and detailed experience of budget preparation, budget monitoring and accounts production, including the production of group accounts
* Demonstrable knowledge of Commercial Portfolio and accounting requirements
* Detailed experience of working with external auditors
* Line management experience of managing a team and working in a team environment

**Qualifications/Training**

* Qualified Accountant with one of the recognised UK accountancy bodies
* Minimum 3 years Post Qualification experience, preferably in the public sector.
* Evidence of Continuing Professional Development (CPD) and/or training relevant to the responsibilities of the post.

**Circumstances**

* Ability to work additional hours at peak times to ensure deadlines are met
* Ability to attend evening committee meetings (either virtual or in person as required)
* Driving licence and use of own car

**Line Manager Core Accountabilities**

* Manage employees in working flexibly and collaboratively across structural boundaries as part of a project or process teams in support of key outcomes
* Manage the development of organisational capability through good people management, including the training, development, mentoring and coaching of team members
* Think creatively and constructively challenging to ensure continuous improvement
* Ensure the proper assessment, management and mitigation of risk, including Health and Safety and Business Continuity

**Safeguarding**

Uttlesford District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

**Role Requirement**: This role does require a DBS (CRB) check.

**Pre-employment Checks appropriate to this Job Profile**

Uttlesford District Council (UDC) is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

**Essential User**: This role does not qualify as an Essential User

**Effective date:** May 2024

**VALUES AND BEHAVIOURS**

The postholder is expected to demonstrate the following:

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| VALUE: ACHIEVING HIGH PERFORMANCE |
| **REQUIRED BEHAVIOURS** |
| **ENTHUSIASTIC** | * Creates and maintains a positive work ethic while striving to get the job done
 |
| * Shows pride in what they do
 |
| **SUPPORTIVE** | * Identifies where changes are needed and helps make them happen
 |
| * Learns from experience/mistakes
 |
| **PROBLEM SOLVING** | * Adopts a proactive and positive approach to solving problems
 |
| * Produces innovative ideas, thinks ‘outside of the box’
 |
| **FLEXIBLE** | * Promotes and embraces change, is open to new ways of working
 |
| **VALUE: RESPONDING TO CUSTOMER NEEDS** |
| **REQUIRED BEHAVIOURS** |
| **CUSTOMER FOCUSED** | * Open and honest in communication with internal and external customers; shows courtesy and respect
 |
| * Demonstrates required behaviours to meet all Customer Charter promises above and beyond specified requirements
 |
| * Conducts themselves in a professional manner, promoting the council’s reputation
 |
| **RESPONSIVE** | * Understands and responds to customer needs
 |
| * Actively seeks feedback to improve customer service
 |
| * Proactively works to progress new ways of working to improve customer service
 |
| **VALUE: WORKING TOGETHER** |
| **REQUIRED BEHAVIOURS** |
| **VALUING OTHERS** | * Treats everyone fairly, with respect and dignity, responding sensitively to individuals
 |
| * Shows respect for the values, experience, contribution or work of others
 |
| **TEAM WORKING** | * Develops team working in service area and across the council and strives to maintain a high level of motivation
 |
| * Works across service areas to attain common goals
 |
| * Encourages others to input ideas and opinions and responds to good suggestions
 |
| **OPEN/HONEST** | * Open and honest in communication, seeking and giving regular feedback
 |
| **DEVELOPING OTHERS** | * Shares job knowledge and skill willingly with other employees to help them or assist in their development
 |
| **RECOGNISING SUCCESS** | * Acknowledges success/achievements of others in the organisation
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