#### UTTLESFORD DISTRICT COUNCIL

**JOB PROFILE**

**Designation:** Head of Finance **Post Number:**

**Directorate:** Corporate Services **Division:** Finance

**Reporting to:** Director of Finance, Revenues **Located:** Saffron Walden

 and Benefits

**Responsible for:** Finance Team & Revs and Bens **Career Salary Grade:** 12 to circa 42 staff 12.5 depending on

 qualification and experience

**OVERALL PURPOSE OF JOB**

(summary in no more than two or three sentences)

1 To be the operational leader of Finance and co-ordinate the annual financial cycle, including budget preparation, budget monitoring and Statement of Accounts production.

1. To support the Director of Finance, Revenues and Benefits in the forward planning and Financial Strategy (General Fund and HRA).
2. To transform and deliver a high performing business partnering function that undertakes the role of being a critical friend and providing high quality financial and commercial advice to CMT and budget holders reporting through to them.
3. Working with colleagues, the role supports the Corporate Management Team

**JOB DESCRIPTION**

**Key Responsibilities**

1. To act as the Deputy Section 151 Officer in the event of the Deputy Section 151 Officer’s prolonged absence. Deputise/represent the Section 151 Officer and/or the Director of Finance, Revenues and Benefits at seminars and Council meetings as required.
2. To support the Corporate Management Team in ensuring that the council maintains its financial stability and risks are identified and reported appropriately.
3. Provide technical accounting advice on local government finance and accounting, regulatory and audit frameworks.
4. To embed a business partnering approach in the Finance function while maintaining a tight system of budget monitoring financial control.
5. To challenge the business assumptions and decision making process providing innovative and creative ideas on new and different ways of working.
6. To work with the Deputy Section 151 Officer in developing a modern service offer to the services that is valued by CMT and to put in place an operating model that continually develops to deliver on that offer for the benefit of both the team, the council and borough residents.
7. Develop and maintain effective working relationships with Members, Officers and external parties, including External Auditors.
8. Ensure that Members and Officers are provided with high quality strategic advice and direction on financial strategies, policy, standards and practices.
9. To co-ordinate the production of the annual General Fund, Housing Revenue Account and Capital Programme budgets under the direction of the Deputy Section 151 Officer in accordance with priorities laid out in the Council’s Corporate Plan, Medium Term Financial Strategy and annual budget strategy, ensuring they are internally consistent.
10. To strengthen the timeliness and accuracy of budget monitoring.
11. To review the financial control regime for weaknesses and ensure that the schedule of financial controls are reconciled regularly with evidence maintained for internal and external review.
12. To co-ordinate the production of the annual Statement of Accounts ensuring compliance with International Financial Reporting Standards and CIPFA accounting guidance, and ensuring that statutory timescales and External Audit requirements are met.
13. To manage the External Audit process and ensure that agreed recommendations (both internal and external) are implemented within the agreed timescales.
14. Ensure the Annual statutory returns, Revenue Account Outturn, Revenue Account Budget and Whole of Government Accounts are completed accurately and within the specified deadlines.
15. To support the officers responsible for the Treasury Management Strategy and Capital Strategy in producing the statutory documents, and to monitor compliance with the Strategies.
16. To support the annual production of the 30 Year HRA Business Plan, making sure that the relevant officers are keeping the assumptions and projections up-to-date.
17. Ensure efficient and effective provision of transactional services including ordering & payments system support, creditor payments and income postings, VAT claims and other similar activities.
18. Responsibility for the direct line management for upto 3 members of staff and the overall management of the Finance Team of upto 12 employees.
19. Be the owner of the financial management system (Integra) and ensure that it meets operational and statutory requirements. Ensure any financial management systems across the authority operate efficiently, effectively and are transparent to both finance and non-finance users.
20. Such other duties as from time to time may be required, commensurate with the overall grading and purpose of the post.
21. Monitor own work and identify best practice opportunities to improve both service position and development.
22. To provide written guidance, policies and procedures ensuring that all financial processes adhere to current legislation and statutory guidelines.

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.

##### 1 Knowledge

* A comprehensive working knowledge of local government finance, in particular in relation to 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.
* An understanding of the political decision making and governance arrangements in a local authority context
* A sound working knowledge of how IT can be used to enhance the efficiency and effectiveness of the Finance service.

##### 2 Skills

* Excellent interpersonal skills, and ability to interact well with councillors (desirable), and senior officers (essential) in all parts of the Council, in a variety of formal and informal settings.
* Strong delivery/performance focus and the ability to inspire and motivate colleagues within the finance function to achieve targets and goals.
* Highly developed interpersonal and communication skills with excellent written communication including 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
* 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.

##### 3 Experience

* A comprehensive working knowledge and experience of accounting and finance in a local authority setting
* Detailed experience of working with senior staff and (desirable) councillors
* Extensive and detailed experience of budget preparation (desirable), budget monitoring (essential) and accounts production (essential).
* Detailed experience of working with external auditors
* Line management experience (desirable) or managing a team and working in a team environment

**4 Qualifications/Training**

* Exam Qualified Accountant with one of the recognised UK accountancy bodies (essential)
* If full membership, then potential for career graded at 12.5.
* Evidence of Continuing Professional Development (CPD) and/or training relevant to the responsibilities of the post.

**5 Circumstances**

* Ability to work additional hours at peak times to ensure deadlines are met
* Ability to attend evening committee meetings

**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.

**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.

**Effective date:** June 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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