

Job Description



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Directorate	Resources
Service area	Financial Services

Post details	
Job title	Head of Financial Services
Post Number	E128
Vacancy Reference	RES277
Scale	PO23-26 £66,250 to £69,852 per annum plus lease car
Contract	Permanent
Location of work	Council Offices
Directly responsible to	Director of Resources
Directly responsible for	-
Hours	37
JE Reference	GLPC

Primary purpose and scope of the job

To provide strategic and operational leadership for the Council's Financial Services function, ensuring the effective stewardship of the Council's financial resources, and delivery of high-quality financial advice, statutory financial reporting and strong financial governance.

To support the Director of Resources in fulfilling the Council's Section 151 responsibilities and deputise in their absence

- Provide leadership of the internal audit (outsourced), ICT and accountancy sections, creating and managing a high performance culture incorporating the Council's performance management processes, core values and policies.
- Manage the Financial Services Section effectively and efficiently responding to the needs of the community as identified in the Council's Corporate Plan, specific Council policies and in accordance with statutory provisions.
- Act as the Council's Section 151 officer in the Director of Resources' absence.
- Deputise for the Director of Resources on all departmental issues as and when required.
- Manage the employees of the section in accordance with the Council's values and policies including responsibility for staff discipline and training.
- To represent the Resources Department at committee meetings, working groups and meetings with other local authorities and outside bodies.
- Contribute to the collective management of the Council through the Heads of Service team and the Council's corporate planning processes.
- Prepare revenue and capital estimates for the section, monitor income and expenditure and maintain budgetary control, in accordance with the principles of value for money.
- Lead the development and continuous improvement of the Council's financial systems, processes and controls to support efficient service delivery, informed decision-making and robust governance.
- To be aware of and advise the Council on technical financial issues and, in particular, funding settlements and capital financing and also the financial impact of legislative changes.
- Lead the Council's Treasury Management function, ensuring compliance with the CIPFA Treasury Management Code and Prudential Framework.
- Prepare, monitor and provide advice for all capital and revenue budgets to CMT and members.
- Preparation of final capital and revenue accounts for all services in accordance with the Accounts and Audit Regulations and relevant Codes of practice.
- Preparation of estimates for the collection fund and closure of the collection fund account.
- Manage the Council's outsourced Internal Audit service, ensuring the delivery of an effective, risk based internal audit programme in accordance with Global Internal Audit Standards (GIAS) and the Council's governance framework.
- Provide strategic management and oversight of the Council's ICT service, enabling delivery of resilient, secure and effective digital services that support corporate priorities.
- Liaise with other authorities, organisations and, in particular, the Council's external auditors.

- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Lawson Oddie
Role	Director of Resources
Date Revised	22 July 2026

Person Specification



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Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

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Directorate	Resources Department
Service Area	Financial Services

Criteria

Experience		
Significant experience of managing local government finance, including revenue and capital budget preparation, budget monitoring and closure of accounts.	A/I	E
Experience of preparing or leading the production of local authority Statement of Accounts	A/I	E
Experience of advising senior officers, elected members and committees on complex financial matters.	A/I	E
Experience of leading, managing and developing staff within a finance or corporate services environment.	A/I	E
Experience of working with external auditors, internal audit providers, partners and other public sector bodies.	A/I	E
Experience of leading and developing a local authority finance service, including supporting organisational change and service improvement.	A/I	D
Experience of supporting or deputising for a Section 151 Officer or equivalent senior statutory finance role.	A/I	D
Experience of treasury management and capital financing	A/I	D

Experience of developing or implementing financial systems and financial controls	A/I	D
Experience of managing or overseeing ICT services or digital transformation programmes.	A/I	D
Understanding of the role of internal audit within the Council's governance framework and experience of managing outsourced professional services.	A/I	D

Skills and Abilities		
Ability to provide clear professional leadership and manage a high-performance culture in line with Council values, policies and performance management arrangements.	A/I	E
Excellent analytical skills, with the ability to interpret complex financial information and provide practical, risk-based advice.	A/I	E
Strong communication and presentation skills, including the ability to explain financial issues clearly to non-finance audiences.	A/I/P	E
Ability to plan, prioritise and deliver competing deadlines, including statutory accounts, budget reports and audit requirements.	A/I	E
Ability to build effective relationships with elected members, Corporate Management Team and external stakeholders whilst maintaining professional independence.	A/I	E
Ability to develop and improve financial systems, controls and processes, including training and supporting users.	A/I	E
Ability to influence strategic decision-making through high quality financial advice.	A/I	E

Education, Qualifications and Knowledge		
Full member of a CCAB recognised professional accountancy body.	C	E
Evidence of continuing professional development relevant to local government finance and public sector governance.	A/I/C	E
Detailed knowledge of local government finance, financial reporting, capital financing, budgetary control and relevant accounting codes and regulations.	A/I	E
Knowledge of governance, risk management, internal audit standards and external audit requirements.	A/I	E
Knowledge of local government funding, including council tax, business rates, Collection Fund and government funding arrangements	A/I	E
Management qualification or relevant leadership training.	C	D

Other requirements

Commitment to equality, diversity, health and safety, data quality and the Council's policies and values.	A/I	E
Willingness and ability to attend evening meetings and work outside normal office hours when required.	A/I	E
Ability to represent the Council professionally with members, officers, external auditors, other authorities and partner organisations.	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Lawson Oddie
Role	Director of Resources
Date Revised	22 July 2026