Role Profile

Position	Deputy Chief Finance and Section 151 Officer	
Contribution to Council Strategy	Your roles make a positive difference to the Council's Strategies by enabling highly effective financial controls resulting in the councils operating within a balanced budget each financial year. Your role ensures that financial decisions provide the very best value for residents and businesses.	
Grade 11	Finance Directorate	
Your role delivers:	• The Deputy CFO is responsible to the Section 151 Officer for the provision of effective and efficient financial accounting records and the resultant production of the council's Statement of Accounts, and relevant government returns. • The Deputy CFO is responsible for deputising for the CFO in all aspects of Financial & Statutory responsibility for the Council in the absence of the CFO. • The role is the technical lead for the central finance function, coordinates the production of accounts, treasury management, banking, VAT & Tax, and the Chart of Accounts. • Reliable and robust financial information to the Chief Executive and Executive Directors in collaboration with the CFO, Section 151, Financial System Manager and Exchequer Manager • Successful corporate projects through effective financial analysis and option appraisal • Compliance with regulatory responsibilities of a Local Authority • A high performing team which is highly capable, efficient, and motivated • A culture of continuous improvement of systems and processes within the Finance Service • A comprehensive Financial Systems work plan to ensure the councils' financial processes are fit for purpose and support financial decision-making	
You have these essential criteria for the role:	In addition to the qualifications, knowledge, and skills required for roles at this level, this role requires: • Professional qualification full accountancy (consultative committee accountancy bodies) CCAB • Proven experience of working in Public Sector, ideally 10 years, preferably within a Local Government environment • Extensive management experience in a complex financial environment • Proven experience of production of Local Government Accounts and all statutory government returns including working with internal and external auditors and government departments. • Proven experience of Local government capital and surrounding legislation	

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	• Proven experience of delivery at a senior level in a financial environment, with a track record of leading and motivating staff and having established credibility in leading similar finance team and projects with successful outcomes • Ability to develop and deliver organisation wide solutions in collaboration with the senior leadership team, exploring options and making sound recommendations for action/investment • Proven experience and ability to implement financial systems/solutions at whole organisation level • Ability to work within a programme management framework and a working knowledge of project management principles • Demonstrable achievement of objectives and targets on large scale complex projects • Proven experience of full line management of direct reports and the ability to motivate, engage and lead a team to successful outcomes • Proven experience in the use of IT applications including Finance Systems and Excel • A high level of analytical skills and the ability to see the broader picture. In particular around interpreting and analysing financial information • Excellent technical accounting, with proven experience of account preparation and reconciliations • Proven ability to work under pressure to meet competing deadlines • Well-developed, demonstrable problem-solving abilities • Expert knowledge of financial modelling and techniques in a local government environment • Knowledge of Business Case Development and options appraisal • The ability to quickly understand an organisation's business needs and interpret those needs into actions • The ability to work well in an evolving operating environment
You may also have these desirable criteria for the role:	• Experience of harmonising financial practices • Experience of recruitment and selection activity • Experience of working with third party providers of financial system • Recognised Management Qualification
Your role manages:	• In the absence of the CFO the financial and statutory obligations for the whole council • Your own workload • The Accountancy Team

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	• The work of direct reports supporting the Accountancy management service
Your role impacts:	• All budget holders and system users • Finance Team members • Senior leadership team members and their decision-making (Chief Executive, Executive Directors incl. Monitoring Officer and Section 151 Officer) • Working relationships with other stakeholders • Quality of service delivery through external suppliers of services • Elected Members
Your role connects you with:	• All budget holders • Senior leadership team members • Third party service suppliers and providers • Elected Members • External and Internal auditors
Success in the role means:	• System users/budget holders are satisfied with the tools provided to them in order to manage their budgets. • Finance Team Officers have assurance of reliable data to inform their actions • Creating a high performing Finance team providing excellent value for money for the organisation • A positive team reputation for high quality service delivery and excellent customer service
Your role regularly includes:	• Providing high quality financial accounting and strategic management information in a timely fashion in relation to the functions performed by the team. • This role leads on the production of the whole of the statement of accounts which is a series of highly technical and complex financial statements which is a multi-month project and runs to hundreds of pages of statements for which the statutory guidance changes each year. This includes seeing the accounts through to completion and signoff with the external auditors and making any agreed changes as required. • Providing strategic financial advice to the CFO to support the short-, medium- and longer-term decision shaping and making processes. Significant modelling of multiple scenarios and assumptions over 5-10 years for capital and revenue, building financial models for feeding to the medium-term financial strategy

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	• Work on the setting of the council's treasury management strategy, Capital Investment Strategy, and relevant policy, procedures, and controls. The regulations are complex and change rapidly for capital investment especially around commercial investments. The Investments and borrowings are multi million pounds and require judgement regarding levels and timings • Lead on the councils' transformation programme focusing on identifying and measuring the realisation of cost savings from transformation. • Representing Accountancy on cross-cutting project teams, in particular digitisation, analysing and evaluating financial information to ensure decision-making is appropriate. • Working with Financial Services Manager to ensure completeness and accuracy of financial records for the Council • Acting as the lead Officer for all financial systems reporting, testing, and training of system users • Taking actions to ensure that Local Government Accounting Standards and Best Practice are followed with briefing and practice notes being prepared where appropriate and kept up to date. • Defining/validating business requirements and issues and acting as liaison between the system users and third-party providers to ensure the councils receives maximum benefit from the systems to users. • Collaborate with the Financial systems manager to develop Unit4 to enable self-service for all managers across the council. • Managing a team of direct reports to ensure critical work is delivered to agreed timescales and quality standards • Assessing the skills and development needs of Finance Team Members and facilitating any necessary training
Your role occasionally includes:	• Carrying out ad hoc problem-solving projects commissioned by S151 Officer / Executive Directors, to improve the financial integrity, analysis or reporting on transformational projects. • Deputising for the Section 151 Officer as required • Attending meetings and participating in work groups, ad-hoc projects and reviews as required
Your key inputs into the role are:	• Applying expert knowledge to deliver successful outcomes for the council • Working independently without close managerial direction • Applying well developed influencing and communication skills

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All members of staff are required to:	• Comply with all statutory requirements and regulations, and policies and procedures of the Council within the remit of the post • Be responsible for making themselves familiar with the council's Safeguarding Policy and raising any concerns that they have with their line manager, Safeguarding Lead and the relevant external agencies • Be responsible for making themselves familiar with the Council's health and safety policy and fulfilling any duties, responsibilities, or tasks relevant to the post • Contribute to Risk Management, including Financial Management practices within the remit of the post • Comply fully with the Data Protection Act 2018 • To actively participate in both corporate and post specific learning and development activities and to continually develop skills and abilities within the role • To contribute to a work environment in which everyone is treated with dignity, respect, courtesy and fairness and where all employee behaviour is in line with the Council's values
Other role requirements:	
DBS Check	DBS & BPSS
Travel	[Access to transport required for this role – Casual User Rate or public transport costs reimbursed for occasional travel]
Politically Restricted Post	This post **is not** politically restricted under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990
Statutory Post	This post **is not** a statutory post under the Local Government and Housing Act 1989 and Local Government Act 1972