CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Deputy Head of Finance**
Position Number:	**FAC0503**
JE Code:	**HAYSM1050**
Service:	**Finance**
Location/Work Base:	**Llandrindod Wells**

this is a flexible worker position and therefore the Council offers opportunity to work in an agile way to include home working

Grade:	**SM1** **£71,180 - £76,700 per annum**
Contracted hours:	**37 hours, Permanent**
Reporting to:	**Head of Finance**
Responsible for:	Directly manage 3 Finance Managers who oversee the Finance Business Partnering service, the Fraud Officer and the Risk Lead. Matrix management of Chief Accountant

Summary

About the role:

- Deputy Section 151 Officer, will include political engagement and attendance at key council meetings and deputising for the Section 151 occasionally
- Ensuring stakeholders are supported with robust regular financial information to improve their performance and decision making

About you:

- Qualified accountant with extensive experience working in public sector finance
- Confident in operating at a senior level, providing strong leadership and expert advice to a range of stakeholders

What you will do:

- Maintaining a culture of improvement and professionalism, embedding and streamlined processes, including th1e effective use of systems
- Oversee the delivery of the key financial activities and priorities to deadline, utilising your public sector experience to lead the teams effectively
- Driving value for money and introducing methodologies to support their use, such as benchmarking

If you have any questions about the role, please contact: Mari Thomas, Head of Finance
mari.thomas@powys.gov.uk
015970826068

Your responsibilities will be:

As Deputy Head of Finance, the key focus will be on strong leadership as well as maintaining effective financial administration and stewardship. The post will lead the delivery of comprehensive, responsive, consistent and customer focused Financial Management Services in support of the Council's strategic and transformational objectives. More specifically the post will be responsible for ensuring robust financial control and governance across the Council, ensuring the provision of high-quality business partnering and financial analysis that is responsive to stakeholder need.

In addition, oversee and guide the delivery of business as usual within the annual financial cycle (Budget setting, forecasting / budget monitoring as well as commissioning of specific project and change activities.

To deputise for the Head of Finance and Section 151 Officer as required. There will be close engagement and support with senior officers within the Council and Councillors at both formal and informal meetings.

Principal Responsibilities:

1. To provide Strategic support to the Head of Finance, the Chief Executive, Directors and Heads of Service through the provision of high quality guidance and support in developing and progressing financial management, promoting financial awareness and the development of solutions to achieve organisational objectives.
2. To lead, develop and promote a strong customer focused performance culture within the teams, ensuring the provision of cost effective, efficient, high quality services to stakeholders (including schools) to enable effective decision making, which is underpinned by high quality financial information,
3. Ensure that services benefit from high quality professional financial advice, ensuring that affordability is a key criterion for service planning, and supporting others in maximising the impact of their budgets. Ensuring your team provide long term financial planning information that is robust and prudent assumptions.
4. Support the Council in its decision making through attending senior officer and political meetings, providing timely and impartial financial information. This includes regular reports to Cabinet and Scrutiny on the financial forecast of the authority
5. Drive forward the annual budget setting process ensuring services engage and provide accurate information supported by the finance team
6. Leading effective performance management and scrutiny systems within Finance to support the commissioning, delivery and improvement of services, embedding the efficiency and value for money culture across the service

7. Ensure the Chief Accountant and their responsibilities align with requirements of the team, including deadlines and deliverables for budget setting and monitoring, transformation and improvement, matrix management of this role will be required.
8. Instil an organisational culture that recognises the value of robust financial control and governance, and where services understand their role in fulfilling this.
9. Embed a strong culture of risk management and use of systems to document and manage strategic and service risk alongside a strong training and development regime.
10. Work closely with regulators, including SWAP to ensure that compliance requirements are adhered to.
11. Effectively manage the Fraud Team to maintain a strong presence across the council that facilitate proactive investigations and have the ability to roll out prevention initiatives
12. Oversight of the Housing Revenue Account and ensuring it has an affordable business plan and long term delivery model.
13. Lead on major change activities and represent Powys as part of cross cutting and joint working activities, promoting best practice and ensure benefits are maximised and value for money is achieved.
14. Provide visible and effective operational leadership to the Service to drive transformational and cultural change. In particular embrace digital technology and improvement opportunities to remove manual tasks in the department.
15. Critically evaluate and adapt financial services delivery to meet the changing needs of customers ensuring effective liaison, listening and establishment of open dialogue with managers and financial services staff.
16. Influence service change programmes and act as change agent, leading, supporting and contributing to overall business improvement so that change objectives are achieved.
17. Coach, support, mentor and challenge managers in the application of financial management ensuring compliance with the Council's financial regulations and other statutory and regulatory requirements in order to minimise financial risk.
18. Assist the Head of Finance in establishing the direction of the service and to assess the impact of major policy and legislative change.
19. Participate as required in internal and external working groups and forums. Build and maintain effective relationships with partners.
20. To effectively manage budgets within area of responsibility ensuring compliance with the Authority's Financial Regulations.
21. Undertake any other duties consistent with the objectives of the post, as directed by the Head of Finance

Political Restrictions

Under the provisions of the Local Government & Housing Act 1989, the holder of this post will be subject to political restrictions. These prevent the postholder from being or attempting to become a Member of the House of Commons, member of the Welsh

Assembly or the European Parliament, or a Councillor (with the exception of a Community Councillor), or an officer of, and/or canvasser on behalf of a political party.

DBS:

There is a basic DBS check requirement for this role.

Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position may have a requirement for a Baseline Personnel Security check (BPSS).

Health and Safety Statement:

To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices are maintained.

Equalities Statement:

To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy

Welsh Language Requirement:

Welsh language skills are desirable

NOTE:

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Essential

Experience

- Five years post qualification experience within a financial environment and have substantial senior finance management.
- Experience and understanding of public sector finance.
- Team leadership experience particularly in the context of performance management.
- Track record in successfully delivering a customer focused service.
- Working with professional associations and Welsh Government on policy and other issues.
- Experience of supporting strategic planning and decision making at a senior level, and understanding the challenges faced by front line service deliverers.
- Developing and implementing Financial Strategy and policy.

Knowledge

Essential

- Can demonstrate a high level of knowledge of relevant legislation, accounting standards and rules and codes of practice.
- Understanding of performance management principles and can set clear and attainable targets.
- Awareness of Councils Financial Regulations and general accounting principles and instigate appropriate financial control mechanisms.

Desirable

- Understand the mechanics and role of the local government including the complexities of its financial arrangements.
- Understand the role and responsibility of a Section 151 officer and deputising.

- Can demonstrate knowledge of costing techniques and their application and use in financial management.

Qualifications and Training

Essential

- Educated to degree Level or equivalent experience + Full membership of professional accounting body
- Undertaking relevant CPD training and sets continuous goals for self-development.
- Management Training (or demonstrate abilities) in staff management.

Personal Qualities

Essential

- Highly motivated, demonstrating ability to prioritise and work within tight deadlines.
- Collegiate and inclusive, able to bring together different groups and encourage focus in common goals and objectives.
- Demonstrate a willingness to introduce new ideas, to be creative and use imagination, vision and creativity.
- Have the commitment and drive to implement initiatives aimed at improving the services provided.
- Robust, able to make difficult decisions objectively.

Skills

Essential

- Ability to manage in a time critical, efficiency driven environment. Delivering to deadlines
- Confidence in negotiating, persuading and influencing at all levels across the organisation.
- Ability to provide visible and supportive leadership, to motivate and develop high performing people and teams.

- Ability to communicate complex information both orally and in writing in a clear, articulate, balanced and succinct way.

- Good presentational skills

- Ability to quickly gain professional credibility and build and maintain constructive working relationships across the organisation.

Other Requirements

Essential

- Flexible working week, including evenings and occasional weekends as necessary.

- Valid driving licence

Recruiting manager: Mari Thomas
Date: November 2026

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history

- Complete the application in full

Next steps

The closing date for applications is 01/12/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 04/12/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on W/C 14/12/2026

We wish you luck with your application.