

JOB DESCRIPTION

Post Title: Strategic Finance Lead x3 (Place, Health & Adult Care and Children's & Young People)	
Department: Finance	Post No:
Division/Section: Finance Business Partnering	Post Grade: CO Band B
Location: Hybrid (Based out of the Town Hall)	Post Hours: 37
Special Conditions of Service: The nature of the post will require the post holder to work flexibly dependent on the needs of the job. This can mean working outside of standard working hours.	
The 3 services being supported are: <ul style="list-style-type: none">• Place, which covers Place, Environment and Regen. The role would be supporting a number of large regeneration schemes and joint ventures as well as delivering on other projects.• Health & Adult Care, which covers Adults and Health and has a focus supporting the services to look at prevention and working closely with residential services.• Children's & Young People, supporting Children's, Young People and Education. The role will focus on building engagement with the services and supporting them with driving through change, looking at prevention and reviewing demand led services as well as supporting the move to Academisation.	

Purpose and Objectives of Post:

Working as part of the finance team the role plays a key role in the discharge of the Director of Finance Section 151 responsibilities including ensuring statutory and regulatory reporting and compliance, by supporting the setting of the Councils annual budget and through taking shared responsibility in the delivery of the Council's Medium-Term Financial Strategy, monitoring the performance of budget holders in carrying out their financial management duties and compiling monthly performance reports.

The Strategic Finance Lead Role is to provide strategic finance business partnering to service clients, responsible for providing productive challenge, assurance and recommendations to senior leaders within the Council, in particular, Executive(s) and Assistant Director(s) and attendance at Directorate Management meetings. So that all financial aspects of the service clients strategic, business and service plans promote and demonstrate best practice, sound financial governance and deliver value for money.

Lead on the timely and accurate reporting of service clients, income & expenditure and the monitoring, forecasting & reporting of both revenue & capital. Ensuring the provision of high-quality advice, information, interpretation and solutions to service clients to underpin effective decision making and meaningful performance management.

Ensuring the Councils finance business partnering function is fit for purpose to deliver on all aspects of operational financial management. Champion the culture change by continuing to embed finance business partnering and continue to build on the learning and development environment within the finance team.

Drive and support the delivery of productivity and efficiency improvement across the Council and identify opportunities for improvement through taking advantage of developments in IT, data and analytics, to continuously add value to the service client offering.

The role would also keep abreast of the core government regulations applicable to local government finance and interpret developing legislation and achievement of legislative requirements and changes within the service client setting. Ensuring that Members and senior officers are briefed fully on the implications of existing legislation and any proposed changes.

Accountable to: Director of Finance (S151 Officer)

Immediately Responsible to: Assistant Director of Finance (Deputy S151 Officer)

Immediately Responsible for: Senior Finance Business Partners x5 (Regeneration, Place, Housing, Health & Adult Care and Children's & Young People).

Relationships: (Internal and External)

Chief Executive, Executive Director(s), Director(s), the finance team, service clients supported, elected members, external partners, specialist peer groups, government departments.

Control of Resources: Staffing Budgets.

To Oversee, Monitor & Challenge Service Client Budgets: net revenue budget

Duties/Responsibilities:

The Finance Team provides strategic, operational and technical financial advice across the organisation to enable the Council's planning and operational activity to be delivered in sustainable and cost-effective ways. The team operate in accordance with statutory requirements such as the production of financial statements and agreeing annual budgets, with the following key duties:

Strategic Finance Responsibilities:

- To represent the interests of the Director of Finance (S151 Officer) and Assistant Director of Finance (Deputy S151 Officer) and the Finance Service at meetings including department management & interdepartmental meetings and other working parties/groups, across the Council's Executive Directors, delivering strategic financial vision and direction to significantly impact across the range of services provided by the authority, interpreting policy advice, inform and advise the management team of service directorates.
- Lead a specialised service client area of activity and develop new initiatives ensuring costs & benefits and strategic & financial risks are identified and fully evaluated so that service client managers can introduce or sustain new or modified service delivery arrangements with the approval of the Director of Finance (S151 Officer) and Assistant Director of Finance (Deputy S151 Officer).
- To ensure the delivery of high-quality financial reporting and service client budget management, to advise the Director of Finance (S151 Officer) and Assistant Director of Finance (Deputy S151 Officer) of all financial risks resulting from service client decision making, escalating any concerns or issues in a timely manner whilst seeking to find resolutions for service manager and managing any conflict which may arise to resolution.
- Provide managers and partner organisations with independent analysis and interpretation of financial and performance material, ensuring decisions are made with consideration for financial resources and meet the financial objectives of the Director of Finance (S151 Officer) and Assistant Director of Finance (Deputy S151 Officer).
- Lead and/or manage large, complex, cross functional projects scoping and identifying finance detailed requirements. Act as a finance project lead with control over finance workload, conducting financial due diligence, priorities and decision making to deliver project and organisational objectives and ensure the Director of Finance (S151 Officer) and Assistant Director of Finance (Deputy S151 Officer) financial interests are protected.
- To be responsible for ensuring the provision of appropriate, accurate and timely ad hoc management information, verbal and written advice and guidance to all levels of staff, in relation to all aspects of the finance function and in accordance with the Council's policies & procedures and to promote awareness of good financial practice and control.

- Actively promote financial literacy throughout the organisation. Ensure the development and embedding of comprehensive, relevant training workshops and courses aimed at service managers so they can feel empowered and discharge their financial management responsibilities effectively and a strong framework for implementing and maintaining good financial management & governance across the Council is established, embedded and maintained.
- To provide financial commentary for the signing off of Cabinet reports and responses to Members' enquiries in relation to all aspects of the finance function as directed by the Assistant Director of Finance (Deputy S151 Officer) on behalf of the Director of Finance (S151 Officer).

Functional Duties/Responsibilities:

- To be a key member of the service client area leadership team, with the executive director and the assistant directors and represent finance and advise on all financial aspects. Building effective relationships with Directors and their teams, engaging with stakeholders and colleagues at all levels to generate commitment to goals.
- To take the lead in establishing effective finance business partnering arrangements with service clients, to ensure open and continuous dialogue that promotes understanding of their business requirements and priorities in the context of the Council's Corporate Plan and Medium-Term Financial Strategy, ensuring due diligence and accuracy of all financial analysis and evaluate, scrutinise & challenge service budget proposals, so that resources are used to maximum effect.
- Be visible to staff and stakeholders and regularly undertake activities to engage and build trust with people involved in the client service area, developing the financial acumen of budget holders and drive performance improvements within service clients by building effective relationships and ensure high-level of financial literacy across the organisation.
- Responsible for the effective and efficient financial management in conjunction with the service client area, including the timely and accurate reporting of service clients, income & expenditure and the monitoring, forecasting & reporting of both revenue & capital and year-end closedown process for the service client area.
- Understand impacts on the financial position in own service client area and that of the organisation and use insight to curtail or support business and investment activities and interpreting complex legislation, planning for uncertainty and creating multi-year scenarios when modelling outcomes.
- Responsible for the financial modelling, analysis and preparation of business cases for new activities, investment decisions and decommissioning activities - ensuring that appropriate financial targets are set, risks & opportunities are identified and that systems are in place to collect sufficient, accurate data on performance.
- Responsible for the production of timely & relevant management information and analysis on departmental performance and trends both within the council and across the sector. Understanding the demand, activity drivers and unit costs to undertake benchmarking analysis using available national resources, networks, best practice

initiatives and Value for Money (VFM) reviews, drive and collaborate with the business in meeting challenging budget reduction programmes.

- Leads strategic organisational projects which are cross departmental, cross functional activities to ensure that the council manages its resources effectively, delivering Value for Money (VFM), exploiting opportunities to drive out inefficiencies and generating income where appropriate.
- Take ownership of building effective working relationships with other Strategic Finance Leads to ensure the Council's financial plans are aligned across the business partnering function and wider Finance Team.
- Lead on shared best practice throughout the finance business partnering function and wider Finance Team to ensure the skills, experience, methods and processes are consistent and deliver the financial support to the wider organisation.
- Management of the finance business partnering function to support required outcomes and effective & efficient financial management & control for the client service area, including education and training, promotion of self-service, budget setting, forecasting and year-end closedown.
- Work collectively to ensure information, processes and activity is of a high standard and uniform across the directorates. Support others in activities within their areas of responsibility to ensure best practice is shared.
- Manage a service client finance team, to lead the development of a performance and customer focused finance business partnering culture ensuring appropriate mechanisms are in place for staff appraisal and development, influence the progression of learning and development plans contributing to the continuous improvement, development and professionalism of a team of multi-functional staff.
- Manage the impact of change, developing new ways of working which add value to the business and providing leadership & support on finance wide development initiatives to include the development of staff & trainees through coaching & mentoring.
- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Health and Wellbeing -As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

Strategic Finance Lead
(Place, Health & Adult Care and Children's & Young People)

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
Accounting qualification – CCAB membership	x	
Significant experience of managing at a senior level in a large, complex organisation in line with the areas of functional responsibility.	x	
Understanding of political context and local government operations - legislation and regulations applicable to local government and its jurisdiction, accounting codes of practice governing local authority accounts and financial procedures.	x	
Strong leadership skills to facilitate problem solving, crisis resolution, the ability to deal effectively with change, and inspire others to follow in pursuit of the values and goals of the organisation.	x	
Assertive and strong communication skills with excellent listening and highly developed interpersonal skills together with persuasive analytical skills	x	
Ability to formulate, prioritise, manage and deliver deadlines under pressure and to rapidly changing deadlines.	x	
Self-motivated, with a pro-active approach. Capable of working on own initiative.	x	
Ability to build and maintain effective relationships with staff and managers to achieve Corporate and Departmental objectives.	x	
Experience of working within a finance business partnering model and/or the ability to acquire knowledge of the finance business partner model.	x	
Experience of financial management, with the ability to lead in all aspects of service client delivery, appropriate to the role, including budget preparation, monitoring, forecasting and closure of accounts.	x	

Experience of strategic management and improvement, with the ability to strategically lead in all aspects of service client delivery, appropriate to the role, including the creation of service strategy, policy and objectives and delivery of prioritised improvement plans.	x	
Aware of major issues facing local government and ability to apply this effectively within the organisation	x	
Able to think beyond day-to-day operations and to develop a sense of vision and longer-term possibilities within the Service.	x	
Experience of working with elected Members, or at Board level, providing balanced advice and guidance.	x	
Experienced at the writing of and presentation of reports professional papers including reports and briefings	x	
A commitment to equality and diversity, both as a leader and a service deliverer, with an ability to demonstrate personal leadership on the importance of diversity.	x	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
Assessment / Test	Decision Making skills. To interpreted situations and information and solve complex problems, communicating effectively
Assessment / Test	Organisational Skills. To work under pressure, prioritising tasks and conflicting deadlines and re-prioritising.
Assessment / Test	Technical Skills. Ability to solve technical financial questions and respond appropriately to stakeholders
Application/Interview	Leadership Skills. Evidence of leading a team and reflection on style, pros & cons
Application/Interview	Effective Communication. Evidence of effective communication using a variety of mediums and with a wide range of stakeholders
Application/Interview	Political awareness. Evidence of an understanding of the environment, the laws and regulations applicable to local government and its jurisdiction.