

## JOB DESCRIPTION

<b>Post Title:</b> Strategic Finance Lead (Corporate Resources)	
<b>Department:</b> Finance	<b>Post No:</b>
<b>Division/Section:</b> Corporate Finance	<b>Post Grade:</b> CO Band B
<b>Location:</b> Hybrid (Based out of the Town Hall)	<b>Post Hours:</b> 37
<b>Special Conditions of Service:</b>  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.	

**Purpose and Objectives of Post:**

Working as part of the finance team the role plays a key role in the discharge of the Directors Section 151 responsibilities including ensuring statutory and regulatory reporting and compliance by leading, coordinating and supporting the setting of the Councils annual budget, 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 (Corporate Resources) Role is to provide strategic financial and technical advice and support to the organisation. Maintaining the integrity of the Council's core accounting, systems and records to support the production and reporting of accurate financial accounting information in line with statutory timeframes. It ensures the delivery of the Council's grouped statement of accounts in accordance with the statutory deadlines and without adverse audit opinion and maintains oversight, control and interpretation of the Council's Balance Sheet to ensure the on-going financial resilience of the Council.

The role provides managerial leadership and oversight of the Treasury Management Strategy, Prudential Indicators and associated day to day activities of the Councils treasury undertakings, and leading, coordinating and supporting the setting, monitoring and financing of the Council Capital Programme to support the effective stewardship of the Council's financial resources.

The role would also keep abreast of the core government regulations applicable to local government finance and ensure 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:** Corporate Accountancy Managers x4 (Financial Planning & Reporting, Accounts & Financial Control, Treasury & Capital and Financial Systems)**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 interdepartmental and other working parties, 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.
- 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 and 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 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 take the lead in the preparation and development of the Council's budget and MTFS process. Challenge where appropriate, especially on affordability and value for money.
- To undertake the interpretation, analysis, assessment and possible challenge to the Local Government Finance Settlements, calculation of the Council's overall funding resources and preparation of presentations on the Council's revenue & capital budget and Medium-Term Financial Strategy for members, executive, senior officers and other stakeholders.
- To take the lead in the preparation of both revenue & capital budget monitoring and annual budget setting reports for Executive, Cabinet and Council and ensure the financial implications of policy and operational proposals are included in reports and financial advice to members so that decisions are made in the full knowledge of financial implications.
- Accountable for the timely preparation and production of the Council's Statement of Accounts (including HRA, Collection Fund and Group Accounts), in accordance with all necessary statutory and other reporting arrangements and deadlines, including liaison with the External Auditor on all accounting and audit issues and the key stakeholders of the Council's grouped entities, associated companies and the Pension Fund.
- To take the lead on the preparation of reports to Audit Committee.
- Providing technical advice and guidance in relation to Taxation (VAT), Pensions, Treasury Management, Capital Accounting, relevant Code(s) of Practice, HRA and Collection Fund Accounts.
- Maintaining oversight, control and interpretation of the Council's Balance Sheet to ensure the on-going financial resilience of the Council.
- To take the lead to ensure a strong framework of good financial management and robust financial controls are in operation for the stewardship and safeguarding of public money.
- Review regularly all control and holding accounts to ensure that complete and accurate financial management reporting information is available to budget holders and decision makers within the Council.
- Lead and deliver the Treasury Management Strategy, Prudential Indicators and associated day to day activities of the Council's treasury undertakings.
- Maintain oversight of the Council's banking and cash management functions.
- Maintain the Council's capital programme and its financing components ensuring that it is affordable, reflects into, and is consistent with revenue and capital budget provision, and matches the Council's priorities and lead on the production of the Council's Capital Strategy.
- Responsible for the functionality of the financial system, ensuring the relationship with IT supports development and upgrades as required. Ensuring that the Council's

financial systems and accounting structures are maintained to support the production of statutory and other accounting information.

- Ensure completion of all government returns, both capital and revenue, from the Council's core financial data in accordance with guidance issued and timescales.
- Lead and manage the Corporate Finance function, including the drafting of relevant strategies, plans and policies, ensuring compliance with the law and best practice achieving financial and service targets, which drives high standards of performance to achieve excellent outcomes.
- 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)

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

### Strategic Finance Lead (Corporate Resources)

<b>SHORT LISTING CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Accounting qualification – CCAB membership	<b>x</b>	
Significant experience of managing at a senior level in a large, complex organisation in line with the areas of functional responsibility.	<b>x</b>	
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.	<b>x</b>	
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.	<b>x</b>	
Assertive and strong communication skills with excellent listening and highly developed interpersonal skills together with persuasive analytical skills	<b>x</b>	
Ability to formulate, prioritise, manage and deliver deadlines under pressure and to rapidly changing deadlines.	<b>x</b>	
Self-motivated, with a pro-active approach. Capable of working on own initiative.	<b>x</b>	
Experience of successful delivery of year end accounting requirements to produce statutory accounts with statutory timelines.	<b>x</b>	
Experience of successful delivery of MTFS, revenue budgets, capital programmes and HRA budgets.	<b>x</b>	
Aware of major issues facing local government and ability to apply this effectively within the organisation	<b>x</b>	
Able to think beyond day-to-day operations and to develop a sense of vision and longer-term possibilities within the Service.	<b>x</b>	
Experience of working with elected Members, or at Board level, providing balanced advice and guidance.	<b>x</b>	

Experienced at the writing of and presentation of reports professional papers including reports and briefings	<b>x</b>	
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.	<b>x</b>	

## **CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

<b>ASSESSMENT METHOD</b>	<b>CRITERIA</b>
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.