

Role Profile

JOB TITLE	Head of Corporate Finance and Commercial Services	DIRECTORATE	Resources
SERVICE	Corporate Finance and Commercial Services	GRADE	HOS Band 1
REPORTING TO	Corporate Director, Resources		

PURPOSE OF JOB	To lead the management and development of the council's financial management services to ensure that the financial arrangements are secure and robust and meet the both council and statutory requirements. To develop, lead and implement an innovative, growth focused commercial strategy for the council.
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JOB OUTLINE/KEY RESULT AREAS	
<p>Generic Key Result Areas</p> <ul style="list-style-type: none"> ➤ Contribute to the strategic development and delivery of the Resources Service to meet the Council's policy and planning requirements. ➤ Lead and manage all employees, relevant budgets, and service performance in accordance with council procedures and objectives. ➤ Contribute to and manage the development and implementation of the service and council wide initiatives to deliver improvements across the council. ➤ Manage relationships with internal and external partners to support the delivery of efficient and effective services. ➤ Lead strategy, planning and improvements across the services in scope, participating in partnership arrangements as appropriate. ➤ Operate effectively as part of the Extended Management Team of the Council and Senior Leadership Team of the directorate. ➤ Lead teams to display the Council's Values & Behaviours, ➤ Ensure the principles of equality, diversity and inclusion in addition to the Council's other corporate values and priorities are embraced and underpin all work for employees and service users. ➤ Provide clear and visible leadership, promoting health, safety and wellbeing of the teams in scope and providing a positive working environment and culture. <p>Role Specific Key Result Areas</p> <ul style="list-style-type: none"> ➤ As Deputy 151 Officer for the council to assist the Corporate Director, Resources in making arrangements for the proper administration of the council's financial affairs; ➤ To deputise for / represent the Corporate Director of Resources at any internal or external meeting as appropriate; ➤ Lead a cross cutting group to determine the wider commercial opportunities across the Council that can modernise service provision, improve service delivery and deliver MTFP savings options ➤ Lead the management of medium term financial planning processes within the service, working to the Corporate Director of Resources, to meet the statutory and Council requirements; ➤ Lead the provision of strategic and corporate financial planning, management and advice across the council to deliver the effective use of resources, ensuring that a proper financial framework is in place and operated; ➤ Identify commercial opportunities for the council and develop and implement robust commercial strategies to support council growth; 	

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- Lead the development and application of accounting standards and the codes of practice
- Lead on the provision of the effective VAT, Ledger Management and Banking Services
- Lead on the development of the Council's Capital programme
- Lead on Treasury Management activities, including maximizing short-term investments, developing a medium term borrowing strategy which minimises both risk and cost;
- Treasurer of the Charter Trustees.
- Lead the schools forum, the development of the scheme for financial schools and the preparation and monitoring of school budgets to ensure delivery of services in line with council guidelines and timescales.

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QUALIFICATIONS, SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED FOR POST	SERVICE AREA/TECHNICAL COMPETENCIES REQUIRED
<p>Education & Qualifications</p> <ul style="list-style-type: none"> ➤ CCAB Qualified Member <p>Skills</p> <ul style="list-style-type: none"> ➤ Change management skills. ➤ Leadership, delegation and team building skills. ➤ High level problem solving, financial control and organisational skills. ➤ Significant political and organisational awareness. ➤ Financial management and control ➤ Strong communication and presentation <p>Knowledge</p> <ul style="list-style-type: none"> ➤ Local government financial management framework ➤ Public sector funding schemes, including partnerships with private sector ➤ Council strategic direction, priorities and issues <p>Experience</p> <ul style="list-style-type: none"> ➤ Substantial experience of managing and leading a finance function in a large and complex organisation. ➤ Delivering financial advice and guidance at a strategic level across the organisation. ➤ Managing and implementing service improvements ➤ Senior management and budgetary experience. ➤ Experience of internal and external partnership working. ➤ Experience of managing diverse multi-disciplinary teams. ➤ Experience of building effective working relationships ➤ Working with members 	<p>Leadership</p> <ul style="list-style-type: none"> ➤ Analytical thinking – the mental processes of analysis and evaluation ➤ Strategic thinking – balancing today’s expectations and requirements with the future opportunities, issues and concerns that may affect business results tomorrow ➤ Developing others – to coach or mentor others to achieve their best ➤ Business acumen – the ability to make good business judgements and decisions <p>Service/Technical</p> <ul style="list-style-type: none"> ➤ Local government accounting ➤ Understanding of service environment, pressures and drivers ➤ Experience of developing high level strategies and managing performance against these ➤ Knowledge of relevant legislation, statutory frameworks, good practice and government policy initiatives