

JOB DESCRIPTION



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| Effective Date: November 2021 | Location: Maidstone House and Homeworking |
| Job Title: Head of Finance | Grade: 14 |
| Responsible to: Director of Finance and Business Improvement | Departmental budget = £750K Supports delivery of overall Council net budget of £20m as Deputy S 151 officer |
| | No. of Staff Responsible For: 17 |
| PURPOSE OF JOB | |
| <p>To manage and lead the Council's finance service, acting as Deputy to the Council's statutory S 151 Chief Finance Officer.</p> <p>To provide financial advice and support to members and officers.</p> <p>To provide accounting and financial input as appropriate to all significant Council initiatives, plans and projects, ensuring that the Council complies with all statutory and other requirements in the areas of financial management, control and reporting.</p> <p>Ensuring that the Council follows good procurement practice and that contracts deliver value for money.</p> | |

MAIN ACCOUNTABILITIES

- Manage and lead the Finance Service, which includes the following functions:
 - Client Accountancy (ie Direct Service Financial Support);
 - Management Accounting;
 - Budgetary Control;
 - Statement of Accounts;
 - Treasury Management;
 - Insurance;
 - Banking;
 - Taxation;
 - Accounts Payable / Receivable;
 - Financial Management Systems;
 - Financial Analysis and Projects
 - Procurement (shared service with Tunbridge Wells)
- Deputise for the Chief Financial Officer with responsibilities under s151 of the Local Government Act 1972 and s114 of the Local Government Finance Act 1988 for the proper administration of the Council's financial affairs
- Lead the promotion and delivery by the whole authority of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively
- Take responsibility for the following strategies and codes:
 - Medium Term Financial Strategy
 - Treasury Management Strategy
 - Financial Procedure Rules (part of the Constitution)
- Take responsibility for preparation of the annual Statement of Accounts
- Liaison with and support to the broader Kent finance community as appropriate (eg on Business Rates pool)
- Provide support, advice and training around finance and accounting to officers and members of the council
- Exercise financial approvals as specified by delegated authority
- Identify and assess external financial developments which impact on the Council, providing sound and timely advice to the Director of Finance and Business Improvement, Corporate Leadership Team and elected members
- Responsibility for procurement advice to responsible officers
- Responsibility for ensuring that the Council complies with statutory and other requirements around finance and accounting
- To be a member of the Wider Leadership Team and participate fully in the work of the Wider Leadership Team
- To communicate with customer at the required level
- Commitment to the Council's Strategic Plan
- To undertake any training and development as required
- To comply fully with the Council's Equal Opportunity Policy
- To comply fully with the Council's Health and Safety at Work Policy
- To assist as required in the Council's Emergency Plan
- To comply fully with the Council's IT Security Policy
- To undertake other duties commensurate with the grade of the post



PERSON SPECIFICATION

Head of Finance

| Attributes: | | Essential/ Desirable |
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| Education, Training and Knowledge | Education | |
| | <ul style="list-style-type: none"> Educated to degree level or equivalent | Essential |
| | <ul style="list-style-type: none"> CCAB qualified accountant | Essential |
| | Knowledge | |
| | <ul style="list-style-type: none"> Local government finance | Essential |
| | <ul style="list-style-type: none"> Local government service provision | Essential |
| | <ul style="list-style-type: none"> Economic affairs and financial market developments | Desirable |
| | <ul style="list-style-type: none"> Research and strategy formulation methods | Desirable |
| | <ul style="list-style-type: none"> Financial systems developments and governance requirements | Essential |
| <ul style="list-style-type: none"> Equalities requirements and responsibilities relating to the Council | Essential | |
| <ul style="list-style-type: none"> Health and Safety requirements and responsibilities for service managers | Essential | |

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| | <p>Skills</p> <ul style="list-style-type: none"> • Strong technical financial, accounting and analytical skills • A wide range of leadership skills relating to the competencies required for a senior officer of the Council. • Understanding of how finance can support the overall strategy of the Council • Good strategic financial IT skills, ie understanding how technology can support the function, linked with high personal IT competence • Ability to work collaboratively in a political environment • Ability to translate strategic objectives into practical service delivery plans • Ability to lead a range of complex services, tasks and projects to deliver the Council’s strategic priorities • Strong people management, development and coaching skills • Excellent communication skills for all channels including facilitation and presentation skills for a wide variety of audiences • Excellent influencing and negotiation skills with officers, councillors, partners and other organisations | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> |
| <p>Experience</p> | <ul style="list-style-type: none"> ➤ Managing a finance team in a sizable organisation ➤ Managing the operational delivery of financial reports and other outputs to tight timescales | <p>Essential</p> <p>Essential</p> |

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| | <ul style="list-style-type: none"> ➤ Managing competing priorities from a range of internal and external customers ➤ Problem solving in a complex environment ➤ Managing change ➤ Team leadership | <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> |
| Personal Competencies | <ul style="list-style-type: none"> ➤ A passion for excellence and high standards ➤ A high level of intellect and able to solve problems creatively and strategically ➤ Able to act with integrity and act as a role model ➤ Able to respect the views of others, work collaboratively within a team and promote corporate working ➤ Acute political sensitivity and ability to develop effective interfaces between elected members and officers ➤ High level of self awareness, good self management, resilience and flexibility | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> |

COMPETENCY PROFILE

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| Service | <ul style="list-style-type: none">• Assertive and proactive with commitment to high standards of service delivery• Analytical skills• Ability to work in a challenging environment and cope with change• Able to work at pace, demonstrate enthusiasm and deliver results. |
| Teamwork | <ul style="list-style-type: none">• Excellent communication and interpersonal skills• Effective negotiating, influencing and decision making skills• Developed leadership skills to encourage teamwork |
| Responsibility | <ul style="list-style-type: none">• Self-motivated with the ability to balance short, medium and long term objectives for the effective delivery of programmes of work.• Flexibility to juggle a range of projects and issues• Ability to work under pressure and to tight deadlines |
| Integrity | <ul style="list-style-type: none">• Effective in diplomacy, negotiation and political sensitivity as well as the ability to communicate to a variety of audiences• Developing effective internal and external relationships• Demonstrating high levels of trust and personal accountability. |
| Value for Money | <ul style="list-style-type: none">• Right first time approach• Always weighs up options to deliver cost effectiveness• Ensuring commitments are delivered within budget, on time and in line with expectations.• Flexible and innovative and a lateral thinker. |
| Equality | <ul style="list-style-type: none">• Awareness and commitment to promoting equal opportunities• Be open to new ideas and concepts |