

JOB DESCRIPTION

JOB TITLE:	Head of Finance and Accountancy	JE NUMBER: A13270
DIRECTORATE:	Finance	BAND: Grade 14
RESPONSIBLE TO:	Service Director - Finance	
RESPONSIBLE FOR:		
<ul style="list-style-type: none"> • Budget 	Working within the Council's overall performance and budget management frameworks, the postholder will be responsible for the leadership and management of the Council's financial team and will deputise as the Council's section 151 officer.	
<ul style="list-style-type: none"> • People 	The post holder will have 2-3 direct reports and will be responsible for up to 10 people.	
<ul style="list-style-type: none"> • Functions 	<ul style="list-style-type: none"> • Financial Accounting • Forecasting and financial reconciliation • Budget setting, monitoring, and reporting • Treasury Management, taxation, and insurance • Financial Management system 	
<p>MAIN PURPOSE OF POST:</p> <p><i>(describe the outcomes the postholder is responsible for delivering)</i></p>	<p>This role is a senior operational management post within Chesterfield Borough Council. The postholder will provide leadership and management to the Finance Service, working collaboratively with colleagues to contribute to the safe, efficient, and effective delivery of the Council's vision, priorities and services.</p> <p>The post holder will have responsibility for the day-to-day operational delivery of the Finance teams, undertaking a full range of financial activities to several services including the preparation of annual and multi-year revenue and capital budgets, the provision of financial monitoring and accompanying specialist advice and the completion of the annual financial statements ensuring compliance with relevant accounting standards, policies and financial regulations and in accordance with statutory and organisational deadlines.</p> <p>The post holder, supported by their Service Director, will establish plans for managing, deploying and co-ordinating resources in a well-planned and controlled manner, ensuring service requirements and resource levels are fully identified and corporate improvement is achieved.</p>	

	The post holder will be a champion for Chesterfield's values and behavioural competencies, embracing and promoting flexibility, co-operation, and change.
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DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Provide clear, visible, and motivational leadership, creating a high-performance culture where change is welcomed, and teams are driven to achieve excellent customer satisfaction and value for money.
2.	<p>To lead, develop and be accountable for the strategic oversight of a multi-specialist finance team, including:</p> <ul style="list-style-type: none"> • General Fund and Housing Revenue (HRA) budget planning and financial monitoring (revenue and capital) including the Collection Fund • Housing Revenue Account 30-year Business Plan - Strategic review and management • Financial reporting including the production of the statutory financial statements. • Capital investments, asset, and treasury management. • Banking and cash management • Financial risk management • VAT and Taxation • ICT systems relating to Finance- including system support, improvement, and development. • Financial data integrity • Government and other returns • Company budgets and accounts • Financial advice to support decision making
3.	Complete the accurate, compliant, and timely production of the statements of accounts.
4.	Liaising and maintaining effective working relationships with internal and external auditors, ensuring work is planned, supported, and completed on time and recommendations are implemented or responded to.
5.	To support the development of the Council's Medium Term Financial Strategy and Plan including the financial standards to be applied across the organisation and co-ordinate the annual budget process. To manage the Council's budgets, ensuring robust monitoring and appropriate action on variances.
6.	Forecast funding levels, interpret Government funding announcements, Council Tax and Business Rates projections including Council tax determination, through the development and interpretation of financial models.

7.	Ensure the Council manages and utilises reserves appropriately and those levels are robust to mitigate any financial risks
8.	To support the development of strategies, procedures and systems that ensure the proper governance, administration and stewardship of public money and the integrity of financial data as specified by legislation and regulations. Thereby ensuring the maintenance of an appropriate financial control environment to provide assurance to the S151 Officer.
9.	To ensure the effective operation of the Council's financial management system including, reviewing the performance of the system, ensuring that the controls are robust, implementing upgrades, system development and effective management of interfaces.
10.	To provide the highest level of strategic financial advice and support service to a diverse range of council services, elected members, committees, and other stakeholders through the production of reports, briefings and presentations.
11.	To be responsible for the management of the tax and insurance affairs for the Council ensuring that costs are minimised and are compliant with appropriate regulations.
12.	Provide a robust and effective Treasury Management function ensuring that the controls and appraisal processes employed are sufficient to manage risk.
13.	Take a lead responsibility, as agreed, for specific corporate or directorate themes and activities.
14.	Develop and implement coherent business, service, and workforce plans to support the delivery of high-quality services and positive outcomes for customers
15.	Develop and implement rigorous and effective performance management processes, including managing, monitoring, and reporting on service performance.
16.	Champion continuous service improvement, including the professional development of teams and staff.
17.	Promote and maintain effective working relationships, both internally and externally.
18.	Negotiate contracts and agreements with partners and suppliers, always aimed at securing the councils objectives and best interest and in line with contract procedure rules.
19.	To undertake the role of Deputy Section 151 Officer in accordance with the Local Government Act 1972 and subsequent legislation as and when required and report to the Service Director - Finance (& S151 Officer).
20.	Ensure internal and external communications meet the needs of the authority in relation to its financial conduct

GENERAL – To be aware of and implement the following:

Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

SPECIAL FEATURES OF POST:

Political Restriction	YES	x	NO	
Vetting Checks e.g., Disclosure and Barring Service (DBS)	YES	x	NO	
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	X	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	X	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Head of Finance and Accountancy	JE NUMBER:	A13270
DIRECTORATE:	Finance	DATE:	July 2021

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Extensive, detailed knowledge, experience and understanding of the services area including up to date understanding of local authority finance, including capital accounting, HRA accounting, Collection fund accounting and associated processes, treasury management and the Prudential Code	AF / I
•	A detailed and up to date knowledge and understanding of the role and responsibilities of the S151 statutory officer, including an understanding of the required sound governance arrangements and the statutory framework within local government	AF/I
•	Detail use of and understanding of financial management systems and demonstrable evidence of maximising use of financial management systems to improve services	AF/I
•	Able to create a culture of learning and change so that a capable and high performing workforce is maintained.	AF / I
•	Able to lead, motivate and empower others to high performance and foster a positive working environment.	AF / I
•	Able to work effectively in a political environment and establish positive relationships with Trade Unions, councillors, senior managers, staff and external partners.	AF / I
•	Able to manage within an environment of scarce resources, to respond creatively and have strong budgetary management skills.	AF / I
•	Knowledge of VAT and tax	AF / I
•	Ability to communicate effectively to a senior audience and to write and present reports at a senior level	AF / I

EXPERIENCE		
Essential		
•	Experience and evidence of at least 5 years leadership and financial management in a local authority setting at a senior level	AF/ I/
•	Significant experience in the management and preparation of year end processes and the production of the financial statements	AF/ I/P
•	Significant experience of co-ordinating the budget setting process in a Local Government environment organisation.	AF/ I/P
•	Experience of managing change effectively in a variety of functional and business environments.	AF/ I/P
•	Effective staff management experience working to tight timescales whilst delivering customer services with accuracy, clarity, and effective presentation	AF/ I/P
QUALIFICATIONS		
Essential		
•	A qualified accountant (ACCA, CIMA, ACA, CIPFA), with relevant post qualification experience and evidence of continuous professional development	AF / Q
•	Management qualification or equivalent on the job experience	AF / I
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with	Interview

<p>Level: 2</p>	<p>and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	
<p>Changing and Improving</p>	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	<p>Interview</p>
<p>Level: 2</p>		
<p>Making Effective Decisions</p>	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	<p>Interview</p>
<p>Level: 2</p>		
<p>Leading & Communicating</p>	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all.</p> <p>For leaders, it is about being visible, establishing a strong</p>	<p>Interview</p>
<p>Level: 2</p>		

	direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	
Collaborating and Partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
Level: 2		
Developing self and others	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	Interview
Level: 2		
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	Interview
Level: 2		
Managing a Quality Service	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise	Interview
Level: 2		

	<p>and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for public services</p>	
Delivering at Pace	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p> <p>For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly, and promptly</p>	Interview
Level: 2		