Job Description

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| **Job Title:** | **Deputy Head of Finance – Budgets and Performance** |
| **Strategic Team:** | **Joint Operations Team** |
| **Business Unit:**  **Service:** | **Financial Services**  **Finance** |
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| **Responsible To:** | **Head of Finance** |
| **Accountable To:** | **Head of Finance** |
| **Salary Grade: *(Spinal column points only)***  ***JE Ref:*** |  |

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| 1. **Key Purpose of Job**    1. To deputise for the Head of Finance as a deputy S151 Officer    2. To deputise for Head of Finance at a senior level at meetings with partners, suppliers, subsidiary companies, council meetings, council working parties and the Council’s senior leadership team. At these meetings to provide constructive and robust challenge as required.    3. To set, monitor and provide strong robust challenge performance targets for the E&B team in relation to Council tax, NNDR, Housing Benefit, Council tax Support Scheme and Debt Collection to increase the level of net income generated by these functions. Council Tax and NNDR income is now the majority of Council funding so maximising income from these two taxes is vital to the Council.    4. To maximise income from Council Tax and NNDR for the council. A key income stream generating £100m per annum.    5. To line manage the Council’s Counter Fraud and Error team to ensure effective controls and a council wide culture for counter fraud and error reduction.    6. To support the Head of Finance to provide strong and robust constructive challenge and support to services to achieve an absolute reduction in both demand and costs in particular in relation to adults and children social care which are 65% of council net spend and non-delegated education services.    7. To be responsible for ensuring that financial advice and financial support services are provided to a diverse range of council services.    8. To support services in providing financial advice and support in “managing their business” to achieve both financial and performance targets.    9. To provide strategic recommendations to Members, Directors and the Senior Leadership Team on a range of financial decisions.    10. To manage a team of Principal Accountants and Senior Finance staff ensuring that services are delivered to a high standard, are well co-ordinated and appropriately respond to service demands. |

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| 1. **Anticipated Outcomes of Post**    1. That the Council’s net income (of £100m) from Council tax and NNDR is maximised    2. That the Council’s net cost of housing benefit payments (£66m) and CTSS (£11m) are minimised    3. That the Council’s income collection and recovery of debt is maximised    4. That the Council has a strong counter fraud and error reduction culture.    5. That, working with the service managers, to assist on work programmes to achieve an absolute reduction in future demand and cost for social care and education services.    6. The Council sets, and monitors, a robust revenue and capital budget that meets the strategic objectives of the Council as well as the long term financial viability of the Council.    7. All Council services, members and senior managers are supported with timely, accurate and relevant financial advice and information to ensure that the services can make informed decisions as to service delivery.    8. That services’ net costs are reduced (by reduced expenditure and/or increased income) or performance improved for same cost. |

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| 1. **List Key Duties and accountabilities of the post**     1. To work closely with the managers and staff in E&B to set, monitor and challenge performance in the service in relation to Council tax, NNDR, Housing Benefit, Council Tax Support Scheme and Debt Collection to increase the level of net income generated by these functions.    2. To deputise for Head of Finance at meetings with partners, suppliers, subsidiary companies, council meetings, council working parties and the Council’s senior leadership team.    3. To represent Head of Finance at a senior level, and present financial information and provide financial advice, at council meetings such as OSB, MEG and SLT.    4. To represent Head of Finance at a senior level, and present financial information and provide financial advice, at key partner and sector meetings such as with the LGA, CIPFA, ICO, CCG and MHCLG.    5. To provide high level strategic financial analysis and support to Members, Directors and SLT.    6. To provide a finance support service to all Council services including service budget setting, budget monitoring and year end for both revenue (£300m) and capital budgets (£200m)    7. To produce accurate, timely and understandable financial reports and information for all Council services to support the mangers to “manage their business”.    8. To lead on work with services to effectively and efficiently manage the financial aspects of external contracts and contractual partnerships both private sector and public sector providers    9. To lead on constructive challenge to services on their expenditure and income and support the implementation of changes    10. To lead on work with all services in benchmarking their income and expenditure    11. To lead on work with services in optimising their income and cost recovery to increase overall Council income (approx. £20m)    12. To lead on work with services in managing their income, such as debt reporting to increase the value of income recovered    13. To provide relevant financial training to services, to ensure manager sand staff are able to use financial information to support service decision making    14. To manage the provision of financial services to schools and work directly with the schools forum.    15. Provision of support and advice to external customers.    16. To manage finance staff providing financial support and advice to services.    17. To ensure financial systems and financial reporting is “fit for purpose” and meet both service and statutory requirements. |

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| 1. **Give examples of the typical types of problems and decisions the post will be required to make**    1. To suggest and implement changes in both the calculation of the tax liability and the collection of council tax and NNDR in order to both minimise risk of error and maximise income – currently approx. £100m per annum.    2. To work with health partners and Council commissioning staff to assist them in developing schemes and improve process to both reduce demand and cost in adult social care – current spend £50m per annum.    3. To work with schools and Council education staff to develop schemes and improve process to both reduce demand and cost in non-delegated education services such as higher needs current spend £20m per annum.    4. Support services and the Head of Finance in identifying expenditure reductions and income opportunities to deliver a robust budget and ensure the council is financially viable. For example work with services in identifying service budget changes and implementing them to meet £17m of required budget reductions over three financial years.    5. To provide innovative solutions to services that will support budgetary decision making. For example is considering the outsourcing if a service ensure there is a detailed financial appraisal of options and financial risks and rewards, accurate financial data to support decision making, apply financial sensitivity analysis and ensure the financial aspects of any new contract are accurate and affordable, such as VAT, inflation, service variations, pension costs, transition costs such as employee exit costs, capital issues etc    6. Work with a service in costing, pricing and implementing a new income generating service. For example ensure all service fees and charges (approx. £20m) are set in relation to cost recovery and are in line with market rates and other comparative bodies.    7. Analyse a service’s costs by benchmarking and work with the service to establish good financial practices and reduce cost and/or increase income. For example establish benchmark costs for social care cases (£14m), and by financial analysis and modelling and using examples from others organisations, recommend changes to reduce costs. |

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| 1. **Budgetary / Financial Responsibilities of the post**    1. To monitor and report financial information to services and senior managers on the financial position of their services in relation to Revenue and Capital budgets – gross expenditure and income of £300m Revenue and a four year capital plan of £200m. |

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| 1. **Supervision / Line Management Responsibilities of the post ( Please show / provide organisation structure as an appendices, showing official reporting lines**    1. Management of Counter Fraud and Error team    2. Management of a team of finance staff providing budget support to services |

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| 1. **Working Environment & Conditions of the post**    1. Normal working environment |

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| 1. **Physical Demands of the post**    1. Normal physical demands |

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| 1. **Specific Resources used by the post**     1. Normal resources |

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| 1. **Key Contacts and Relationships**   **10.1 External**  Financial Support to all Services:  Auditors – Grant Thornton, Devon Audit Partnership  Health Colleagues i.e. ICO, CCG  Government departments and their officials: DCLG, Department for Education, Education Funding Agency.  Schools and Academies  Council Subsidiary and Associate Companies (e.g. TDA, Housing Company etc)  Other Public Bodies.  Service Providers  **10.2 Internal**  Members  Directors  Assistant Directors  Executive Heads  Service Managers and their teams  Head of Finance, Finance Managers and Finance staff |
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| 1. **Other Duties**   To undertake additional duties as required, commensurate with the level of the job. |

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| Other InformationAll staff must commit to Equal Opportunities and Anti-Discriminatory Practice.  1. The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement. 2. The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures. 3. The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role. 4. This post is based at [insert a location] but the post holder may be required to move their base to any other location within the Council at a future date.   As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Criminal Records Bureau before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post. |

**Person Specification**

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| **Note for Candidate**  **All Candidates**  The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.    In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria. Candidates who consider that they have a disabilityReasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role. |

**Person Specification**

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| **Job Title:** | **Service Manager – Technical and Budgeting** | **Business Unit:** | **Corporate and Business Services** | **Team/**  **Service:** | **Financial Services** |

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| **Essential Skills and Effectiveness:** | **Desirable Skills and Effectiveness:** |
| 1. Excellent interpersonal skills to ensure effective relationships can be built with Members and senior officers 2. The ability to communicate effectively with Members and senior officers and ability to articulate complex financial issues both orally and in writing 3. Ability to manage and motivate staff to ensure key objective and targets are met 4. High level of written and numerical skills 5. Ability to provide advice and recommendations taking into account political sensitivities 6. Ability to find creative solutions to ensure that the Council meets its priorities and statutory requirements. 7. Ability to work to tight deadlines and meet conflicting demands 8. Effective presentation skills in front of Members and officers 9. Ability to co-oordinate a wide range of conflicting service priorities and deliver high quality services. 10. Ability to negotiate with suppliers, partners and subsidiary companies 11. Experience and success in driving performance improvement in a service 12. Ability to present financial information and respond to in depth questions to/from members at council meetings including scrutiny meetings 13. Proven experience of working at a senior level in an organisation 14. Ability to provide robust challenge to both senior officers and elected Members within the Council and with senior staff in partner organisations. |  |

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| **Essential Knowledge:** | **Desirable Knowledge:** |
| 1. Detailed working and up to date knowledge of current legislation relating to Local Authority Accounting, including IFRS and CIPFA Codes of Practice. 2. Working knowledge of windows based software and finance systems. 3. Excellent report writing and presentation skills via use of powerpoint. 4. Working knowledge of cost recovery and pricing models 5. Detailed working and up to date knowledge of Collection Fund, Council tax Support Scheme and Housing Benefit. | 1 Working knowledge of good practice in counter fraud and error |

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| **Essential Experience/Achievements:** | **Desirable Experience/Achievements:** |
| 1. Experience of working at a senior management level in a Council 2. Experience of acting as a s151 officer or as a deputy 3. Experience of monitoring and challenging large and complex budgets 4. Experience of providing detailed financial appraisals on complex projects. 5. Working experience of annual budget process 6. Expert experience of making financial decisions which may commit an organisation to a particular direction. 7. Expert experience of managing complex financial projects 8. Expert experience of managing staff in a financial environment. 9. Expert experience of working with senior staff in particular a proven experience to explain complex financial information and experience of responding to robust challenge from senior officers and elected Members 10. Ability to write reports and present to Members at Committee and to a Senior Leadership Team (or equivalent) 11. Working knowledge of the role and responsibilities of a section 151 officer in local government 12. Detailed experience of working in partnership with external agencies 13. Working experience of income optimisation 14. Detailed experience of costing and pricing services 15. Working experience of demand management in a service |  |

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| **Essential Qualifications/Professional Memberships:** | **Desirable Qualifications/Professional Memberships:** |
| 17.Fully qualified CCAB accountant and member of one of the major accounting bodies | 1. Educated to degree level 2. Fully qualified Member of AAT |

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| Essential – Other requirements of the job role  * Demonstrates a commitment to safeguard and promote the welfare of children and young people * Ability to travel efficiently around the Bay/South West/UK in order to carry out duties * Ability to accommodate unsociable hours * Ability to accommodate occasional home-working |