

Post title	Head of Strategic Corporate Finance
Division / Section	Finance and Procurement
Directorate	Corporate Services
Responsible To	Service Director: Finance and Procurement
Number of post holders	1
Acting up/ Secondment	No

Purpose of Job

To be primarily responsible for the performance, efficiency and development of the Council's Corporate Finance services. Responsible to the Service Director: Finance and Procurement for the Council's Corporate Finance functions including:

- Financial Planning and Budget
- Corporate Accounting
- Insurance
- Treasury and Investments

The post has significant responsibility in supporting the Service Director – Finance and Procurement to discharge his/her S95 duties.

MAJOR TASKS/JOB ACTIVITIES

Manage a major service area of the Council.

Responsible for the effective delivery of excellent public services to our customers, including improving outcomes to those in need of essential quality of life services across with localities and directorates

Lead on the development of initiatives, strategic plans and policy development within own area of expertise and across the directorate and Council, as required.

Take personal responsibility for the development of sustainable strategic plans , service delivery and development

Effectively lead and develop team-working within own area of expertise and across the wider environment in which the post-holder operates.

Manage and monitor the performance of external consultants and contractors.

Deputise for other service managers, or represent the Service Director and/or the Council as required.

Work closely with Chief Officers, Elected Members, senior officers and external agencies to represent the Council's interests.

To initiate, develop and manage the implementation of major innovative projects.

Secure funding packages and ensure delivery to budget and within timescale.

Responsible for the preparation and content of reports, strategic plans, other documents, briefings, presentations and FOIs for Council meetings, external agencies, senior officers, including the Council Management Team and the relevant committees as well as business and stakeholder groups.

Ensure and demonstrate the services under his/her control provide Best Value.

Set standards, policies and procedures which ensure compliance with statutory responsibilities, national legislation, standing orders, delegated authority, Council policies, aims and objectives.

Lead on identifying and establishing effective management arrangements for key risks within the service, compliant with the Council's risk management policy and framework.

Identify opportunities for continual improvement and demonstrate effective management of change within a complex internal and external environment particularly during a time of restructure. .

Present expert evidence and opinion at Public Enquiries, Planning Enquiries and court proceedings etc.

Support the Council's democratic process, including scrutiny, local development committees, meetings of the Council and Elected Members.

Responsible for supporting the delivery and improvement of outcomes for customers, working in close partnership with service managers in both directorates and localities.

Supervision and Management of People (Numbers and type of staff)

The post will be responsible for the planning, co-ordination and management of a major service area and as such will have a number of service managers reporting directly to them.

The service managers will in turn be responsible for delivering a major service.

The post is required to take on responsibility for the leadership and development of these service managers, including consideration of succession planning and resilience to ensure business continuity.

There will be 60 to 70 staff in total across all services and these will cover a range of different professions.

Creativity and Innovation

The post will develop and implement proposals relating to the policy, procedures and strategic development of a major service area covering a range of diverse services and professional disciplines.

This will involve developing totally new approaches and key policy initiatives in a wide range of subject areas impacting across the Council and the city

Contacts and Relationships

Contacts will relate to the development and delivery of a major Council service area and as such will have a wide ranging impact on budgets, merging services etc.

The post will represent the Council to a range of external stakeholders, and should present a positive impression of the Council.

The post will represent the Council on a range of external bodies and will have the authority to commit the Council to a course of action with major implications, e.g. a revised service model or partnership arrangement.

The post will also provide expert advice and guidance to the highest level of the Council.

Decisions (Discretion)

The post will make strategic decisions on the future development of a major service area covering the entire Council and the city.

The post will have the final decision on all advice, recommendations and proposals presented to Chief Officials, Elected Members and committees relating to policy, service practice and provision for a range of major services across the Council and the City.

Decisions (Consequences)

Decisions will have a major impact across a range of major services covering the whole Council.

Resources

The post will have responsibility for the overall strategy and management of the Council's loans fund including borrowing of £1.4bn and cash investments of up to £500m (including security), and corresponding annual loans charges of over £100m.

The post will have responsibility for overall financial reporting and control in relation to the Council's revenue budget of over approximately £1bn, capital budget in excess of £100m, and reserves of £100m.

The post will have responsibility for protecting Council's investment in companies to a balance sheet value of circa £20m.

The post will have responsibility for making recommendations on prudential borrowing to values of up to £90m.

The post will have responsibility for managing indirect taxation implications of Council including VAT (reclaims of up to £90m per annum) and Council company tax group relief scheme.

The post will be the budget holder for a non-staffing budget of over £1 million per annum.

The post will have responsibility for the Council's financial systems and ensuring appropriate training is provided.

Environment – Work Demands

The post holder will strategically manage a major service area interpreting the changing local and national factors impacting on the service.

Operational matters requiring an immediate response will normally be dealt with by the operational and service managers reporting to this post.

Environment – Physical

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities.

Environment – Working conditions

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities.

Environment – Work Context

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a Council employee.

Knowledge and Skills

The post requires a CCAB (Consultative Committee of Accountancy Bodies) qualification.

The post will also require extensive knowledge and skills in a range of unrelated professional disciplines to the extent that they can manage a major service area involving the delivery of specialist services requiring these disciplines.

This will usually mean the post holder is qualified to degree or postgraduate level and will have an additional management qualification or extensive management experience.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure

See attached - specific to area of operation.