City of Edinburgh Council job description

Post title	Senior Strategic Finance Partner
Directorate	Customer and Corporate Services
Service	Finance and Procurement
Responsible To	Head of Service – Finance
Number of post holders	TBC

Purpose of job

Empowering financially sound planning and decision making, your team will develop financial acumen, provide compelling, data-driven information to deliver action and bridge the knowledge gap between finance and services and deliver the Council's Budget Strategy and Medium-Term Financial Plan.

Responsible to the Head of Service, and supporting them to discharge their S95 duties, you will and promote a strategic, data-driven, coaching-focused approach to delivering financial services to the Council and partner organisations, enabling decision makers to take sound financial decisions confidently and providing strategic decisions and insights to achieve performance targets and outcomes. The remit for this post will include one or more of the areas noted in Appendix 1 below.

The what - major tasks and job activities

1. Lead and manage up to three specialist teams carrying out specialist areas of Finance work – see Appendix 1 below
2. Support the team to challenge assumptions around financial impact and risk, enabling services to provide Best Value and set the highest standards of professional practice to drive a culture of ethical and values-based practice using succession planning and to support resilience and business continuity.
3. Support Finance and Council leadership to develop and implement an effective Budget Strategy and Medium-Term Financial Plan which promotes financial sustainability, organisational transformation and achievement of the Council's strategic priorities.
4. Initiate, develop and manage the implementation of major innovative projects, securing funding packages and delivering to budget and within timescale, managing and monitoring the performance of any external consultants and contractors involved.
5. Deliver excellent public service to our customers, including improving outcomes to those in need of essential quality of life services across both localities and directorates.
6. 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 Leadership Team and the relevant committees as well as business and stakeholder groups. Inputs to reports, briefings, etc. will have wide-ranging and significant political, reputational and financial impacts.

7. Lead on identifying and establishing effective management arrangements for key risks within the service, compliant with the Council's risk management policy and framework.
8. You will also present expert evidence and opinion at Public Inquiries, Planning Inquiries and court proceedings etc. as and when appropriate.
9. Monitor leading indicators and KPIs to identify performance gaps and drive action or provide alternative approaches, identifying opportunities for continual improvement and demonstrate effective management of change within a complex internal and external environment. Set standards, policies and procedures to ensure compliance with statutory responsibilities, national legislation, standing orders, delegated authority, Council policies, aims and objectives, ensuring that global processes comply with relevant financial regulations and standards and support financial policy.
10. Monitor emerging finance technologies, industry trends and leading practices to recommend, implement and manage innovative approaches and tools for service delivery, improvement and transformation.

The how

- You will be fully CCAB (Consultative Committee of Accountancy Bodies) qualified or hold an equivalent qualification. Normally, this will mean you have a degree or a post-graduate qualification though relevant experience or demonstrable competence may be taken into consideration.
- The postholder will have expert and detailed knowledge of the legislative and accounting framework for local government in Scotland and will provide professional expert feedback and evidence to professional and statutory consultations.
- The post holder will have the ability to rotate across Strategic Finance Partner roles and lead complex work across a variety of professional disciplines. Must have significant demonstrable expertise at analysing complex issues, identifying solutions and implementing innovative policy, process and technology-based changes and industry best practices to drive improvement.
- Significant experience of project management and business case development, including project management methodologies and the Treasury Green Book guidance on business cases.
- Will need to evaluate how Council policies impact process and model changes to policy and strategy that will result in better outcomes, improved performance or financial impact, developing new approaches and key policy initiatives in a wide range of subject areas across the Council and the city.
- Evaluate organisational capacity for change and design strategies and collaboratively facilitate implementation.
- You will be a creative and innovative thinker and will be expected to design and develop complex financial proposals across diverse subjects set in a strategic context, impacting across the Council and the city.
- Demonstrating exceptional interpersonal and collaboration skills, proactively build strong relationships and influence change across the organisation and wider public sector in Scotland. You will deputise for other service managers, representing the Head of Service, Service Director and the Council, as required.
- The post will represent the Council to a range of external stakeholders and will work in partnership with other departments and a range of external

bodies. In addition, the post will also provide expert advice and guidance to the highest level of the Council.
- In partnership with key stakeholders, you will make decisions on the future development of all Council services, providing advice, recommendations, representations and proposals to Chief Officials, Elected Members, COSLA and committees.

Environment

The post holder will have autonomy to allocate their own time and that of a team, managing conflicting priorities and deadlines in a reactive environment were priorities constantly change.
Physical demands and adverse working conditions will be predominantly within the range of normal office-based activities. Occasional weekend and / or of hours working may be required.
The role requires careful handling and storage of highly confidential and sensitive information in line with legislation and Council policies. Mishandling of sensitive information could have severe financial, reputational and potentially criminal implications for the Council and its officers.

Supervision and management of people

The post will manage up to 15 specialist staff, depending on area of responsibility.

Resources the job holder will be responsible for

Shared responsibility for the security and maintenance of council-wide financial information; responsibility for the control and preparation of service revenue budgets totalling up to c. £2 billion (revenue expenditure and income) and capital expenditure (c. £2.5 billion 5-year General Fund and HRA programme) and giving appropriate financial advice. They will authorise payments up to £500,000.

Additional information - health and safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.
All employees' responsibilities:
1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager.
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.Additional information can be found in the Council Health and Safety Policy.

Appendix 1

The remit for this post will include responsibility for one or more of the following areas:

Securing stewardship and safeguarding public money	Financial policy and Regulation	Major projects and innovative funding models
Financial Planning and Analysis (FP&A)	Finance Innovation	Transformational change and reform
Budget development and Financial Strategy	Management accounting and data governance	Promotion and delivery of good financial management
Budget monitoring and management support	Financial advice, Best Value and support	Business Intelligence and Management information
Managing a specialist service centre of excellence	Corporate reporting and governance	Finance technology systems and processes