

WDC/SDC – Job Description

Job Title: Head of Finance

Post Number:

Service Area: Financial Services

Purpose of job

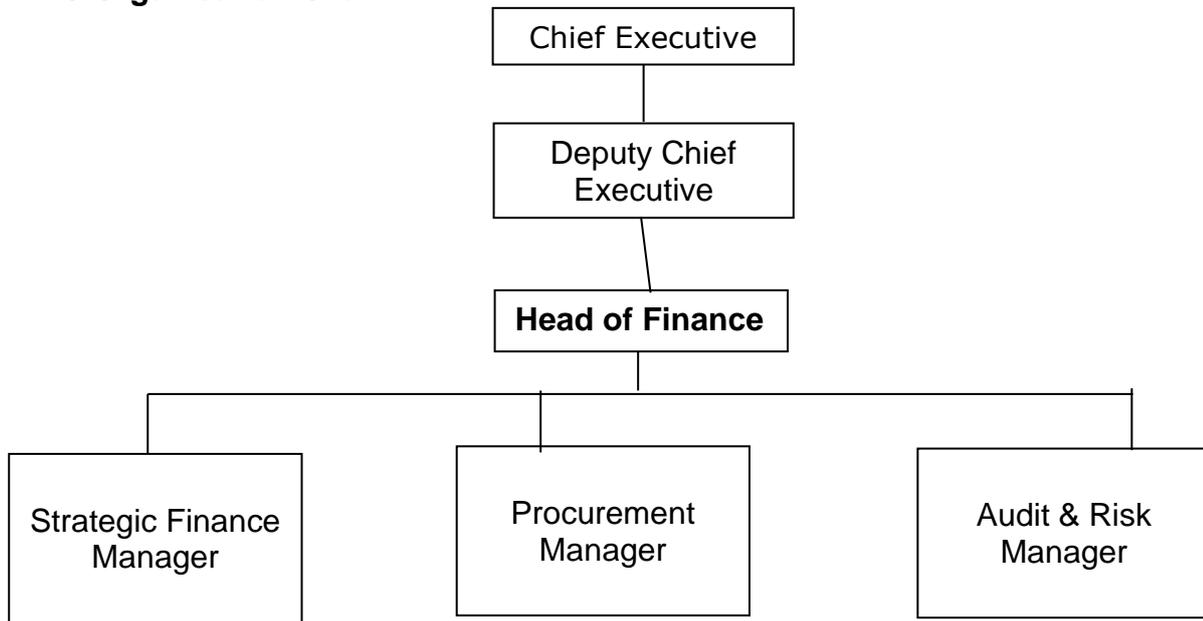
To have overall managerial responsibility for Financial Services ensuring a strategic approach is taken to the design and delivery of services across Warwick and Stratford on Avon DC. To act as the Councils' Section 151 Officer in accordance with the Local Government Act 1972.

Main responsibilities	%
(Give a maximum of eight brief descriptions of what the main responsibilities are and assign time percentage values against each one).	
To ensure that the management of the Service Area is economic, effective and efficient with the preparation, implementation and monitoring of a Service Area Plan; exercising budgetary control; integrating the Financial Services of WDC and SDC; and undertaking all aspects of good people management.	40%
To drive change both within the Service Area and across the Councils by taking a lead role in the delivery of the Councils' Business Strategies and major corporate initiatives; ensuring value for money and improvements to service delivery; benchmarking performance and practice against other authorities; exploring opportunities to improve service delivery through joint working; and thereby contributing to the achievement of the Councils' strategic objectives.	25%
To act as the Section 151 Officer leading and participating in cross-service working groups; assuming total responsibility for WDC/SDC financial arrangements reporting directly to the Chief Executive where necessary.	10%
To operate and behave as a senior manager in accordance with the Councils' values; maintaining high standards of conduct; being a role model for their own leadership team. To contribute to achieving corporate objectives and priorities through effective team working demonstrating a shared purpose on both Council's Senior Management Teams (SMT).	10%
To report to elected Members on service delivery, budgetary control and customer focused performance, and strategic and policy development as well as supporting the Portfolio Holder in championing the Service Area.	10%
To ensure that an appropriate media and public information response is coordinated in respect of any issues within the Service Area.	5%

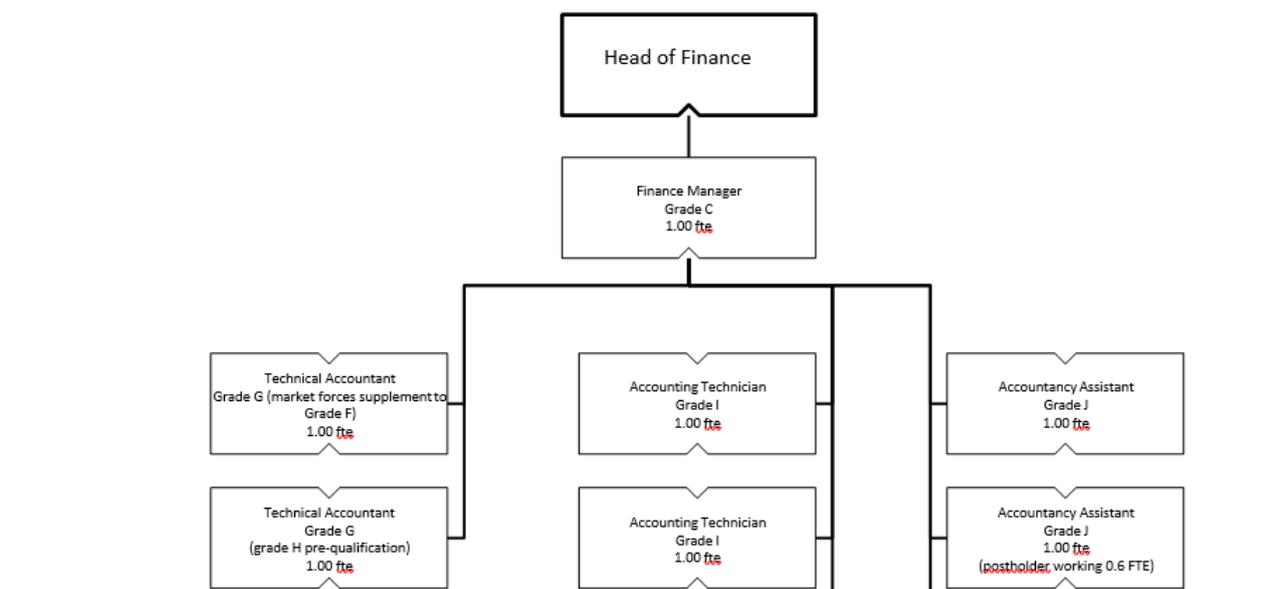
Organisation

(The chart below shows the hierarchy and how the job relates to its immediate supervisor and colleagues).

WDC Organisation Chart



SDC Organisational Chart



Dimensions

(The figures quoted give a picture of the job in terms of annual budgetary amounts which the job is either directly or indirectly concerned with or any other statistics related to the work)

Warwick District Council's total budget, for which this post provides the financial management infrastructure, is £72m and for Stratford District Council is £54m .

The operational budget for the WDC Finance Unit is £3.2m and for SDC is £1.5m.

There is an annual WDC capital investment programme of £11 million and for SDC is £8m.

Scope for Impact

The post holder will have a key impact on the way that others view how both Councils discharge their responsibilities with regard to planning and using public monies as 'value for money'. The robust management of budgets should ensure that any potential problems are identified early and appropriate action highlighted and recommendations implemented.

Sound and professional financial planning will enable both Councils to manage the significant challenges e.g. budget setting, budget management and tendering of contracts, without disruption to other services.

Challenges

(The description below highlights the **most difficult, complex or challenging** part of this job and explains why).

Developing uniform standards of financial management and processes that will enable the Councils to successfully achieve their ambition of a full merger.

Managing the demands on staff resulting from local and national change agendas which nevertheless require the maintenance of high service standards.

Ensuring clear and timely advice to Group Leaders, and Members, based on the ambitious aspirations of each of the Councils.

Additional Information

(Detailed below is an explanation of any aspects of the job that have not been adequately covered in previous sections).

All members of staff have a duty to participate in the Appraisal process and take responsibility for identifying their own professional and career development needs.

Managers have a responsibility to undertake regular appraisals of their staff in accordance with the Councils' Appraisal processes and take responsibility for helping to address their professional and career development needs.

All members of staff have a responsibility to comply with Codes of Conduct, Equal Opportunities and Health and Safety Policies.

The post holder will be required to perform other such duties as appropriate to the qualifications, experience and salary band as may be reasonably required.

The post holder will be responsible for ensuring their own health and safety, as well as that of the colleagues they line manage.

The post holder will be expected to comply with Council policies at all times including

in relation to their responsibilities for safeguarding and promoting equality.

The post holder will be expected to adopt and work in accordance with the Councils' values.

WDC/SDC – Person Specification

Job Title: Head of Finance

Post number:

Service Area: Financial Services

Attributes

Job Specific Qualifications & Experience

Essential: A qualified accountant, preferably CIPFA, with a minimum of eight years varied post qualifying experience of local government finance.

Non Job Specific Qualifications & Experience

Essential: Significant experience of leading multi-disciplined teams; with evidence of successful results that indicates team motivation and achievement

Desirable: Project management Experience

Recognised professional qualifications in management

Job Specific Knowledge, Skills & Abilities

Essential: Evidence of tangible outcomes that identify a service has been run on a business basis but with a customer insight that has demonstrated value for money

Demonstrable experience of strategy formulation including the ability to put the strategy into action including securing funding for projects

Non Job Specific Knowledge, Skills & Abilities

Essential: Substantial leadership experience demonstrating culture and change management experience. Ability to understand, analyse and act upon management information

Excellent wide ranging communication, consultation and negotiating skills including advising and influencing decision makers and other stake holders

Other Requirements

Essential: Good understanding of and commitment to both quality and equality in service delivery and management

Some attendance at evening meetings, including meetings of the Council's Scrutiny and/or Executive/Cabinet Committees, will be required

Access to appropriate transport is required