

Assistant Director of Finance, Revenues and Benefits (Deputy S151)

Job Description and Person Specification

Directorate:	Finance and Governance	Service:	Finance and Revenues and Benefits
Responsible to:	Chief Executive and Director of Finance and Governance (S151)	Responsible for:	Finance Payroll Revenues and Benefits
Grade:	AD spot salary: £61,000 (plus Deputy S.151 allowance of £3,242) Chief Officer Terms and Conditions		
Location:	Civic Centre – Poulton-le-Fylde		

Job Purpose:
<p>As a member of the Senior Leadership Team the role holder will provide leadership, direction, and insight to share and develop a professional, innovative and customer focused council.</p> <p>Acting as the council’s Deputy S.151 Officer, to assist the Director of Finance and Governance (S.151 Officer) to lead and direct the Finance, Payroll, Revenues and Benefits functions, helping the organisation to deliver its key objectives and to be responsible for promoting good financial management across the council ensuring that public money is safeguarded and that resources are used appropriately, economically, efficiently and effectively.</p> <p>This is a Politically Restricted Post in accordance with the Local Government and Housing Act 1989.</p>

Senior Leadership Responsibilities
Provide strategic and operational leadership to your service areas actively promoting council values, behaviours and corporate policies.

Ensure tight budgetary control, demonstrating a high standard of probity and the ability to prioritise use of resources and assets to support the delivery of the council's corporate vision.

Help to ensure that the council receives value for money from its expenditure and that services recover their costs wherever possible when fees are chargeable.

Provide inspirational and professional leadership to staff, demonstrating organisational values and behaviours and holding others to account when they do not.

Deputise for the Chief Executive and Directors as required.

As a member of the Senior Leadership Team you will be visible across the organisation, positively promoting and representing the Council and the borough at all times.

Help to shape and communicate the Council Plan vision and priorities and your services' role in delivering against it, supporting your services' understanding and engagement in its delivery.

Provide a strong vision and delivery ethos for the Service areas which you are responsible for, bringing innovation, creativity and forward thinking approaches, whilst ensuring that strategies are well evidenced and evaluated.

Work collaboratively with other members of the senior leadership team to take collective responsibility and drive forward a range of cross-council initiatives which are required to ensure changes are embedded in a sustainable way throughout the organisation.

Assist the Corporate Management Team in championing and delivering the Council's transformation programme and digital strategy, delivering against our council priority to be an innovative and customer focused council that is well run and forward thinking.

Attend meetings of the Cabinet, Council, Overview and Scrutiny Committees and other corporate committees and working groups, providing reports and briefings as required, including deputising for members of CMT in their absence.

Foster positive and effective working relationships with internal and external partners to ensure the Council's priorities and objectives are met.

Key Tasks & Responsibilities:

1. To deputise for the Corporate Director of Finance and Governance (S.151 Officer) as necessary.
2. To develop and implement the Medium Term Financial Plan and the annual budgeting process, working closely with the Chief Executive and the Director of Finance and Governance (S.151 Officer).
3. Overall management of the Benefits assessment, Revenues, NNDR and Corporate Debt Recovery Teams.
4. Overall management of an effective payroll service.

5. The strategic development of the integrated Finance/Payroll/Revenues/Benefits and Corporate Debt Recovery teams with the aim of improving the service to the customer, maximising effective use of council resources and minimising associated resource costs. To assist on the development and regular monitoring of the efficiency programme to underpin sustainable long term financial health.
6. Appraising and advising on commercial opportunities and financial targets ensuring compliance with regulatory requirements and procurement best practice.
7. To ensure that the Revenues and Benefits services complies with all legislative changes in a timely manner.
8. Providing professional advice and objective financial analysis in relation to affordability and value for money enabling decision makers to take timely and informed business decisions.
9. Support the evaluation of capital projects in accordance with the Council's Medium Term Financial Plan.
10. Responsible for the preparing and publishing timely management and annual accounts allowing the monitoring and reporting of financial performance to relevant parties.
11. Ensuring effective systems of internal control are implemented including Financial Regulations and Financial Procedures Rules and instructions to ensure compliance with codes of practice and secure probity are utilised.
12. Promoting arrangements to identify and manage key business risks, including safeguarding assets, risk mitigation and insurance and ensuring measures are implemented to prevent and detect fraud.
13. Ensuring arrangements are in place for cash and banking, treasury management, debt and cash flow with appropriate segregation of duties.
14. Ensuring arrangements are in place for the correct processing of invoices and payment of creditors centrally with appropriate segregation of duties.
15. To oversee the production of the Collection Fund Estimates and Year-End Accounting including the co-ordination of the year-end closedown process and the timely and accurate production of the Statement of Accounts to the prescribed deadlines.
16. To oversee the production of the NNDR1 and NNDR3 returns.
17. Ensuring the council's financial software systems including the integrated financial ledger system and cash receipting system are maintained and administrated accurately.
18. To liaise with the Council's Internal and External Auditors, contribute to a prompt and effective Estimates and Closure Programme and undertake all duties and responsibilities necessary for the efficient management of the Council's finances.
19. To lead the Team in supporting the Council's Management Structure at the highest level in the provision of Estimates and Final Accounts information as well as individually reporting to Directors and their Spending Officers in respect of their specific services.
20. Completion of grant claims, financial and statistical returns and other requests for financial information supporting Value for Money reviews or the continued improvement of services.
21. To investigate, advise and implement changes in systems, procedures and policies in response to changes in legislation, regulations and recommended good practice, over a wide range of areas not just confined to Financial Services.
22. To recommend significant changes to budget provisions, in conjunction with the relevant Assistant Director and Director.

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Corporate Responsibilities:

- The post holder will be expected:-
- To participate in the Council’s Emergency Planning arrangements and provide senior management cover out of hours as required.
 - To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
 - Ensure that all activities within the service comply with the Council’s Constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.
 - To uphold and promote the aims of the council’s equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to service delivery.
 - To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
 - To participate in and deliver staff development activities as required, promoting an environment of continuous learning and development.
 - To work with the council’s Data Protection Officer to ensure compliance with the Data Protection Act and GDPR.
 - To take on responsibilities and projects that may be outside of your normal work area.

**Senior Management/Leader Competencies
Supporting Wyre Council Values
(All competencies listed are essential to the post)**

Conveys a clear vision led by being innovative, ambitious and proactive and challenges and supports others to implement new ways of working.
Collaborates across boundaries to build effective partnerships both internally and externally.
Proactively shares knowledge and information and creates a supportive environment that promotes empathy, respect, honesty and integrity.
Monitors progress, anticipates problems and adapts plans to effectively manage change.
Deals with conflict and resistance positively and takes ownership of problems to ensure satisfactory conclusions.
Sets high standards and keeps self and others focused on outcomes.
Actively looks for new ways to generate growth, income and maximise commercial potential.

**Senior Management/Leader Competencies
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Is creative, innovative and enterprising when seeking solutions to business needs.

Demonstrates openness, approachability, authenticity, and be able to build trust with others.

QUALIFICATIONS	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Degree and/or management qualification (or equivalent through work related experience)	Essential	Application/Interview
CIPFA or CCAB Qualified	Essential	Application/Interview
Membership of an accountancy body recognised by the International Federation of Accountants, qualified through examination, and subject to oversight by a professional body that upholds professional standards and exercises disciplinary powers	Essential	Application/Interview
Evidence of continuous professional development	Essential	Application/Interview

SKILLS/KNOWLEDGE/ABILITIES	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Extensive knowledge and understanding of local government, its current issues and their implications	Essential	Application/Interview
Knowledge and understanding of the relationship between corporate priorities and the delivery of the service.	Essential	Application/Interview
Knowledge and understanding of the national policy context, strategic challenges and operational complexities of services provided by the section.	Essential	Application/Interview
Strong leadership skills with the ability to motivate others through difficult times and periods of significant change.	Essential	Application/Interview
Strong communication, negotiation and advocacy skills, both verbal and written	Essential	Application/Interview
Ability to work effectively as part of a team to achieve results, building robust relationships both internally and externally	Essential	Application/Interview

Ability to coordinate the delivery of services within a performance management framework.	Essential	Application/Interview
Excellent IT skills	Essential	Application / Interview
Able to demonstrate evidence of sound financial management skills	Essential	Application/Interview
Strong organisational and political acumen, with the ability to work with elected Members and interest groups to build consensus and shape services.	Essential	Application/Interview
Ability to develop practical, creative and long-term solutions to service and corporate problems	Essential	Application/Interview

EXPERIENCE	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Prior experience of financial management in the public or private sector	Essential	Application/Interview
Significant experience of leading relevant teams and functions at a senior management level with demonstrable success at a comparable level of scale and complexity	Essential	Application/Interview
Experience of creating long lasting relationships and being able to work across departmental and organisational boundaries to collaborate with and influence key stakeholders	Essential	Application/Interview
Experience of advising elected members and senior council officers on strategic issues	Essential	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview

Prepared by: Rebecca Huddleston	Date: January 2024
Post Holder Signature:	Date: