

Job Description

Post title	Corporate Finance Manager (& Section 151 Officer)	Grade	JNC
Department	Resources & Business Transformation	Post ref	

Overall job purpose

Undertake the statutory role of Section 151 Officer and provide advice to the Chief Executive, Corporate Leadership Team, Cabinet and Elected Members on all matters relating to the Section 151 role and ensure robust financial management within the Authority

The provision of a professional financial service within the authority

Lead, develop and monitor the Authority's Medium-Term Financial Strategy ensuring that it is aligned with other key plans and strategies of the Council.

Manage the Corporate Finance Section to ensure that all services, activities and initiatives are in accordance with corporate priorities and meet performance targets.

Reporting relationships

Reports to: Director of Resources & Business Transformation

Responsible for: Statutory Section 151 Officer Role (Local Government Act 1972).
Corporate Finance Team

Key tasks and responsibilities – post specific

To provide timely professional advice to the Chief Executive, Corporate Leadership Team, Elected Members and Officers to ensure robust financial management within the Authority

To attend and/or advise CLT , Council and partnership meetings in capacity as Section 151 Officer and provide unfettered professional advice to Officers, Elected Members and partners to inform their decision making.

To report to the Chief Executive on matters relating to statutory responsibilities.

To provide strategic leadership for all activities associated with financial planning financial management, resource planning and risk management.

To lead, develop and prepare the Authority's overall budget and Medium Term Financial Strategy which reflects the needs and priorities as identified within the Corporate Plan, and to ensure financial balance and robust monitoring process.

To certify the Annual Statement of Accounts

To ensure that appropriate capital and revenue budgets are prepared, monitored and reviewed in accordance with corporate protocols, and internal control procedures and to give guidance to officers who are designated budget holders.

To ensure the financial affairs of the Council are in accordance with the Council Financial Regulations, Contract Procedure Rules and appropriate legislation.

To promote and engage in partnership & collaborative working which supports the priorities and objectives of the Council and the Corporate Finance Section and to represent the Authority at

meetings with partners and other public and private sector agencies, voluntary groups and individuals.
To support delivery of the Authority's Anti-Fraud Strategy and implement appropriate measures to prevent and detect fraud and corruption
To lead or attend corporate cross-working groups as and when required.
To participate in Emergency Planning/Civil Contingency activities as required.

Key tasks and responsibilities – corporate
Operate according to the Council's corporate values and codes of behaviour.
Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Managing and / or using resources in ways that ensure value for money and supporting the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature	
<i>This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.</i>	
Employee signature:	Date:

Person Specification

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below</i>	
Competency framework relevant to this post:	Leadership Level 1
AP = Application Form, I = Interview, A = Assessment	Assessment
Seeing the big picture	AP / I / A

Making effective decisions	AP / I / A
Leading and communicating	AP / I / A
Collaborating and partnering	AP / I / A
Managing a quality service	AP / I / A
Delivering at pace	AP / I / A

Skills	Essential / Desirable	Assessment
Leadership	E	AP / I / A
Advanced analytical skills, report writing, problem solving and creativity	E	AP / I / A
High level ICT skills	E	AP / I / A
Political Awareness and Sensitivity	E	AP/I

Knowledge	Essential / Desirable	Assessment
Public Sector Financial Management	E	AP/I
Local Authority Accounting principles and practice	E	AP/I
Development and implementation of financial strategy	E	AP/I
Organisational Performance Management and Improvement	E	AP / I / A
Framework(s) for assessing public sector financial management performance	E	AP / I / A
Funding sources and their application	E	AP/I
Local government political framework and processes	E	AP/I
Experience	Essential / Desirable	Assessment
Significant experience of the management of financial planning, management, monitoring and review	E	AP/I
Project and Programme Management delivery	E	AP / I / A
Accessing and use of external funding.	E	AP/I

Qualifications	Essential / Desirable	Evidence
CCAB Accountant	E	AP / CERT
Evidence of continuing professional development	E	AP

Additional information / other requirements of the post
<ul style="list-style-type: none"> • This post is politically restricted under the Local Government and Housing Act 1989 • This post is eligible for casual car user allowance • The employee will be required to attend evening meetings as part of their role. • The employee will be required to work as part of an 'on call' rota as part of their role.

Date produced / last amended
April 2018