



Role Profile

Our Values and Behaviours

Calderdale Council should be a fulfilling and enjoyable place to work; we know this enthusiasm rubs off on our residents and customers, and we also recognise the crucial role each and every one of us plays in helping to achieve our goals. By demonstrating our core values and behaviours, you will lead by example to help us create the next generation of public services.

Role Details:

Role Title: Service Lead Accountancy
Directorate: Chief Executives Office
Service: Finance
Grade: Hay 4
Post Number: TBC

Role Purpose:

The management and control of the Accountancy function.

As a member of the Service Management Team to drive forward Calderdale's long term vision.

Promote a leadership style that fosters a culture of innovation, value for money, performance management and empowerment amongst teams and individuals.

Responsible for:

Finance Managers

Responsible to:

Head of Finance

Smarter Working Profile: The work style for this role is defined as:

Mobile Workers

Mobile Workers typically work from a hot desk in an office and may need ICT access. They tend to move about during the day to attend meetings with colleagues, customers, and staff, and attend workshops etc. Mobile Workers are based with their teams in zoned areas to ensure effective team working and co-ordination.

Circumstances

This post is not subject to a DBS check.

This is politically restricted post in accordance with Section 2(3) of the Local Government and Housing Act 1989, because of the nature of its duties.

The role requires working outside of the flexible working band hours to support service delivery, this includes weekend and evening working.

Principal duties and responsibilities

1. Responsible for the strategic direction, management and control of the Accountancy function whilst ensuring best value for the work and services provided.
2. Working with the Head of Finance to take lead responsibility for the Council's medium term financial strategy, the preparation of the Council's financial accounts and statements. .
3. Support the Head of Finance in leading the Council's Finance service in strategic financial planning and performance, financial support to directorates, financial management and in an advisory capacity to achieve the Council and partner objectives.
4. Leadership, management, and supervision of the Accountancy services to the Council by establishing targets, ensuring that support and advice is provided in line with performance standards and to meet organisation objectives and financial savings.
5. Responsible directly for a range of financial services to the Council from within the broad scope of services provided by Finance.
6. Lead on the provision of strategic financial advice and information to senior officers and Elected Members.
7. Provide advice and consultancy to all stakeholders including other public sector and private sector organisations, schools, and voluntary organisations.
8. Support the Head of Finance in leading the commercialisation transformation programme.
9. Ensure effective budget spend, negotiation and monitoring arrangements are in place for the entire Finance service and wider Chief Executive's directorate.
10. Develop the business partner model in relation to Accountancy services, monitor and review its impact.
11. Deputise for the Head of Finance when required in meetings with elected Members, Directors and other senior officers, acting as Deputy Section 151 Officer in association with the Head of Internal Audit and attend Finance Management Team meetings.
12. Working with Service Management Team to establish shared responsibility for the corporate management of the Service, supporting cross-Council leadership and change.

All staff will be expected to maintain high standards of customer care in the context of the council's Core Values, to uphold the Equality and Diversity Policy and to participate in training activities necessary to their post.

Calderdale Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment.

The Health and Safety at Work Act 1974 and associated legislation places responsibilities for health and safety on Calderdale Council, as your employer and you as an employee of the Council. In addition to the Council's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities commensurate with your role are identified in the Council's Corporate H&S policy and in you are required to familiarise yourself with these responsibilities (all available on the Council intranet site).

All staff will support digital engagement and share expertise to build capability across the wider organisation and with external partners.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed; the responsibility level of any other duties should not exceed those outlined above.

Person Specification		
Key Strengths	Requirements	How Identified
Coping with pressures and setbacks	Coping with pressure, keeping emotions under control, balancing work and personal life, keeping optimistic, handling criticism. (A) Works productively in a high pressure environment. (B) Keeps emotions under control during difficult situations. (C) Balances the demands of work life and personal life. (D) Maintains a positive outlook at work. (E) Handles criticism well and learns from it.	Strengths matching
Leading and supervising	Setting direction and standards, delegating, motivating, empowering, developing others, recruiting talent. (A) Provides others with a clear direction. (B) Sets appropriate standards of behaviour. (C) Delegates work appropriately and fairly. (D) Motivates and empowers others. (E) Provides staff with development opportunities and coaching. (F) Recruits staff of a high calibre.	Strengths matching
Entrepreneurial and commercial thinking	Keeping up to date with competitor information and market trends, identifying business opportunities, showing financial awareness, controlling costs. (A) Keeps up to date with competitor information and market trends (B) Identifies business opportunities for the organisation (C) Demonstrates financial awareness (D) Controls costs and thinks in terms of profit, loss and added value	Strengths matching
Creating and innovating	Innovating, improving the organisation and devising change initiatives. (A) Produces new ideas, approaches or insights (B) Creates innovative products or designs (C) Produces a range of solutions to problems. (D) Seeks opportunities for organisational improvement.	Strengths matching

	(E) Devises effective change initiatives	
Formulating strategies and concepts	Working strategically, setting strategies, visioning, thinking broadly about the organisation. (A) Works strategically to realise organisational goals (B) Sets and develops strategies (C) Identifies and develops positive and compelling visions of the organisation's future potential (D) Take account of a wide range of issues across, and related to, the organisation.	Strengths matching
Skills	Leadership	Strengths matching Assessment/Interview
	Ability to work in a political and sensitive environment requiring confidentiality and sound judgement	
	Strong communication negotiation and analytical skills	
	Providing Financial Advice & Support	
	Change management	

Qualifications			
Type	Level	Essential	Desirable
Must be a fully qualified accountant who is a member of a recognised CCAB professional accountancy body.	Level 7	X	

External Recruitment Only

	Requirement	Essential	Desirable	How Identified
Knowledge /Skills	Proven ability to provide strategic vision, leadership and management skills in a complex environment	X		Application form/ Assessment/ Interview
	Strong communication skills	X		Application form/ Assessment/ Interview
	Knowledge of relevant National, Regional and Local Government issues, developments & best practise and wider public sector agendas	X		Application form/ Assessment/ Interview
	IT skills with proven ability to use IT packages including Microsoft office and software packages	X		Application form/ Assessment/ Interview
	Performance management and knowledge of performance and change processes	X		Application form/ Assessment/ Interview

	Commitment to innovation and performance improvement	X		Application form/ Assessment/ Interview
Experience	Political awareness	X		Application form/ Assessment/ Interview
	Experience of working in a finance setting	X		Application form/ Assessment/ Interview
	Analytical skills to inform solution focussed strategies	X		Application form/ Assessment/ Interview
	Commercial awareness	X		Application form/ Assessment/ Interview
	Experience and knowledge of financial issues and their impact on local government	X		Application form/ Assessment/ Interview
	Proven ability to use IT packages including standard Microsoft Office	X		Application form/ Assessment/ Interview

Role Profile prepared by/author: Nigel Broadbent

Date: 19 June 2017

Job title: Head of Finance

Resourcing team member: Emma Bolton

Date: Nov 17

Job title: Recruitment & Resourcing Manager