

## **SLOUGH BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Deputy Director of Finance
<b>DIRECTORATE:</b>	Resources
<b>RESPONSIBLE TO:</b>	Strategic Director of Resources
<b>RESPONSIBLE FOR:</b>	Strategic Financial Planning, Management and Advice Budget Monitoring and Financial Systems Service Management Accountancy Advice on Financing and Funding Financial Evaluations Closure and Statutory Returns Schools Finance Financial Management of major Capital Programme Projects Deputy S.151 Officer

#### **MAIN PURPOSE OF JOB:**

- ◆ To formulate and co-ordinate the forward financial planning and budget strategy of the Council and provide expert financial advice on the funding and financial management of major projects.
- ◆ To ensure a one council approach so that Service Directorates and schools have effective and efficient systems of business and financial organisation which follow best practice and fully comply with Council procedures and those of partner organisations.
- ◆ To close the accounts, meeting required professional standards, working with the external auditors and carry out the required statutory returns within the deadlines laid down.
- ◆ To lead on the financial aspects of major capital programme projects including schools.
- ◆ To provide leadership, direction and management to Financial Resources ensuring the necessary contribution to directorate and Council plans and objectives, particularly the implementation of changes to bring about coherence of services.
- ◆ Working with the improvement and Development Directorate, taking a leading role in supporting the Councils Use of Resources Assessment,

#### **MAIN RESPONSIBILITIES:**

##### **Corporate**

1. To provide leadership, direction and management to the both Resources, and the other directorates this role supports in order to deliver first class financial services,

ensuring the necessary contribution to Council, service and business plans and objectives.

2. To oversee the work on the preparation and monitoring of the Council's budget.
3. To work with Directors, Heads of Service, schools and Members in a co-operative way, ensuring the delivery of first class financial services and financial advice.
4. To support organisational change, ensuring appropriate system of performance management and development, communications, quality measures, monitoring and review are in place in accordance with Council systems.
5. To work as part of multi-disciplinary project teams to enable the breaking down of departmental barriers and engender the concept of both internal and external partnership working.
6. To be a member of the Resources Directorate's and Service Directorate's Senior Management Teams, contributing to the development and implementation of policies and strategies that will optimise service delivery by the Council to its clients.
7. To promote a positive image of Slough and represent the Council at local and national level, attending and presenting at conferences, seminars and working parties, as may be required, and liaising with appropriate national agencies.
8. To comply with the Council's Standing Orders, Codes of Conduct and Financial Regulations and to advise the Chief Executive, Directors and Members as necessary.
9. To ensure full compliance with the Health & Safety at Work Act etc. 1974, the Council's Health & Safety Policy and all locally agreed safe methods of work and to be the lead co-ordinator for the Directorate.
10. To promote the Council's equal opportunity policies and to avoid all forms of discrimination as an employer and service provider.
11. To promote corporate working, undertake corporate projects as required, and undertake any other duties that are consistent with the Council's expectations of a senior manager.
12. Working with the improvement and Development Directorate, taking a leading role in supporting the Council's Use of Resources Assessment,
13. To deputise for the Strategic Director of Resources as required.
14. To maintain an effective relationship with Members, providing advice in an understandable and professional manner to Council committees, working groups and external bodies (such as the schools forum) as necessary.

## **Service**

1. To develop, maintain and provide expert advice on effective financial and accountancy systems which satisfy professional accounting standards and the Council's fiduciary responsibilities and which maximises the usage of ITC.

2. To provide high quality and timely information and advice to the Council advising Directors, Chief Executive, the Cabinet, Scrutiny Committee and Panels, Members, schools and other colleague officers on all aspects of Finance. To be the lead adviser to service Directorates on finance management, providing strategic advice to optimise existing resources to maximise income generation and funding opportunities. To ensure that financial considerations are embedded into decision making.
3. To lead on budget development, corporate funding and on the whole range of financial accounting matters for the Council.
4. To have lead responsibility for effective and proactive financial monitoring systems and for the Council's final annual accounts. To undertake financial analysis of legislative changes and of major corporate and service proposals and maintain a continuous review of key financial issues of concern to the Council.
5. To oversee the management and take lead responsibility for overseeing the major capital programmes including in relation to the schools
6. To plan and keep under review service budgets in line with the priorities agreed by the Council and other relevant partners; to monitor and control budgets and ensure clear accountability. To contribute to financial planning through close working relationships and joint working with Schools, Health, and other partner agencies.
7. To lead and advise on strategies for service improvements, service development and the achievement of customer objectives in financial service and support ensuring compliance with statutory requirements.
8. To ensure effective financial management across service Directorates and in schools. To oversee the construction, monitoring and reviewing of revenue and capital budgets and to provide appropriate support and challenge to cost centre managers and school budget managers.
9. To oversee the provision of timely financial information to service Directorates' managers and schools. To adhere to national and local accounting deadlines. To develop and maintain effective and efficient systems and procedures for financial monitoring and control.
10. To organise the development and maintenance of effective and efficient standards, policies, processes and systems for financial management and charging for client services throughout the service Directorate.
11. To develop and maintain an efficient and responsive system of Service Level Agreements with Schools and effective commissioning procedures.
12. To contribute to service, statutory and other required plans, returns and reports ensuring that they are prepared appropriately, achieve targeted actions and timescales, are properly consulted upon and effectively monitored.

13. To assist the Director of Resources in carrying out the Head of Profession role for Finance by helping oversee responsibility for the development and training of finance staff throughout the Council.
14. To lead and manage the Strategic Information Resources which have direct links to the schools financial management and Information Sharing, ContactPoint, business IT systems and helpdesk.

### **Managing the Financial Services Division**

1. To oversee, prepare and deliver the annual service/business plan and ensure its progress is monitored through effective performance management.
2. To lead the Division in delivering first class services, in accordance with IIP standards and the Council's HR policies in order to motivate, train and appraise employees to optimise their skills, contributions and outputs.
3. To create and maintain an organisational culture that empowers and involves individuals.
4. To plan and review allocated service budgets in line with the priorities agreed by the Council and in accordance with the service/business plan; to monitor and control budgets and ensure clear accountability.

**Person Specification**  
**Deputy Section 151 Officer**

	<b>Description</b>	<b>Essential/ Desirable</b>
<b>Experience</b>	Extensive track record of senior management experience within a large political, multi-functional organisation	Essential
	Providing pragmatic financial and budget priority advice at senior management and Member level	Essential
	Proven track record in delivering financial advice to service Directorates in accordance with appropriate financial standards in a customer responsive manner	Essential
	High level experience of preparing major budgets across organisations	Essential
	Proven track record in capital programme and project management	Essential
<b>Knowledge</b>	An in-depth understanding of local government finance, sources of funding relevant legislation, financial standards, processes and systems	Essential
	Value for money processes and rationale	Essential
	Best practice in financial management, particularly in accountancy processes, utilising IT systems, budget preparation monitoring and assessment of budget priorities	Essential
	An understanding of the balance between financial devolution and co-ordination and compliance roles	Essential
	A high level understanding of delivering financial management support to service directorates and schools	Essential
<b>Key Competencies</b>	Maintain an overview of the service Directorate's corporate finances, ensuring that they are administered consistently with the highest level of financial probity	Essential
	Deliver high level of best practice in accountancy systems	Essential
	Can provide professional finance, accountancy and capital management leadership to managers and to professional and technical staff	Essential
	Ability to manage the delivery of services to achieve agreed objectives and service plans	Essential
	Can negotiate and deliver innovative sources of funding	Essential

	<b>Description</b>	<b>Essential/ Desirable</b>
	Ability to maximise performance by creating effective working relationships and change partnerships with service directorates	Essential
	Strong abilities of working with elected Members in complex financial areas	Essential
	Able to take a high level view of the Council's financial position, develop a sound and resilient financial framework within which Directors, Members and Senior Managers can take well-informed decisions	Essential
	Research, interpret, analyse, weigh and utilise financial information, both strategically and logically	Essential
	Ability to communicate effectively at all levels	Essential
<b>Qualifications</b>	Relevant professional CCAB accountancy qualifications and six years plus experience at a senior level in a large and complex organisation	Essential
	Degree or equivalent	Desirable
	Evidence of continuing professional development	Essential