

Head of Finance Job Description

Job Title	Head of Finance (Section 151 Officer)
Post Reference	W/AA/AU001
Grade	Head of Service (Plus Allowance)
Directorate	Resources
Location	Civic Offices & Remote Working
Responsible to:	Managing Director / Chief Executive / Director of Corporate Resources
Responsible for:	Accountancy, Regional Internal Audit Service, Exchequer Services, Property & Estates.

Our Values:

	Behaviour	What it means to us:
Ambitious	Forward thinking, embracing new ways of working and investing in our future	Ambitious is about challenging ourselves as individuals and as an organisation to do better and to change where required
Open	Open to different ideas and being accountable for the decisions we take	Open is about how we are transparent in our actions, decisions and communications ensuring openness and honesty with our colleagues, customers and communities
Together	Working together as a team that engages with our customers and partners, respects diversity and is committed to quality services.	Together is about the ability of an individual to embrace teamwork, to share a common goal with colleagues and to work in collaboration with others
Proud	Proud to serve our communities and to be part of the Vale of Glamorgan Council.	Proud is about recognising the importance of highly valued and essential public services we provide to communities and individuals and the satisfaction someone gains in carrying out their role to the best of their ability

Role Overview:

Our Finance Function is a key Service Area in ensuring financial stability, good governance, commerciality and opportunities for growth and investment now and in the future for the Vale of Glamorgan Council.

Reporting directly into the **[Managing Director/Chief Executive/Director of Corporate Resources]**, you will play a pivotal role on the Senior Leadership Team (SLT) of the Council, providing advice, support and oversight to all Directorates, colleagues and Elected Members around financial, procurement and audit matters.

You will provide strategic direction and leadership to multi-disciplinary functions within the Finance Service Area: Accountancy, Regional Internal Audit Service, Exchequer Services and Property & Estates, driving for continual improvement and innovation in line with our transformation agenda.

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As a Senior Leader in the Council, you will support the continued improvement of our cultural aspirations, role-modelling and embedding our values, driving engagement and innovation and promoting diversity and inclusion.

This role will undertake the statutory duties of the Chief Finance Officer as set out in Section 151 of the Local Government Act 1972, the relevant sections of the Local Government Finance Act 1988 and the Council's Constitution.

Key Responsibilities:

Strategic Financial Management:

- To undertake the statutory duties of the Chief Finance Officer as set out in Section 151 of the Local Government Act 1972, the relevant sections of the Local Government Finance Act 1988 and the Council's Constitution.
- Make a significant contribution to the development of the Council's strategic aspirations and priorities, ensuring that these do not compromise the Council's capability to meet all statutory and other regulatory responsibilities.
- Oversee the development, delivery and monitoring of the financial strategy, Medium- Term Financial Plan, and annual budget plans for the Council, proactively advising, supporting and engaging the Senior Leadership Team, wider colleagues and Council Members.
- Ensure the proper administration of the Council's financial affairs and resources, the maintenance of the highest standards of financial control and the provision of an effective and responsive service for the Council.
- Recommend and advise on innovative opportunities to maximise income, external funding and investment opportunities in line with Council's Corporate Plan, Reshaping Services strategy and Council Policies.

Leadership

- Provide strategic direction and leadership to Accountancy, Regional Internal Audit Service, Exchequer Services and Property & Estates that drives the innovation and continual improvement of the service these functions provide to the Council.
- Create and communicate clarity of direction and purpose for staff at all levels in the context of the strategic aims and ambitions of the Council. Lead, direct and inspire people within own Directorate and Council wide to deliver great results. Ensure processes are in place for identifying and developing talent at all levels.
- Promote a strong culture of performance management to ensure high levels of performance, the meeting of performance targets and the continuous improvement and development of services.
- Look for opportunities within directorate to innovate and transform the operation of the functions to deliver continuous improvement and evolve the functions to meet the changing opportunities and challenges faced by the Council.

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- Through own behaviours, be a role model for the leadership behavioural competencies; promoting and supporting the embedding of the Council's values and behavioural competencies throughout all levels of the organisation to build the organisation's culture.
- Work with colleagues to establish and embed an organisation culture that supports and promotes the right behaviours and performance to ensure the delivery of outcomes that meet the Corporate Plan and strategic objectives of the Council.
- Be an ambassador for Vale of Glamorgan Council promoting the overall interests of the area with the aim of establishing and nurturing partnerships, generating investment that would benefit the area and the local community and maximising commercial and entrepreneurial opportunities for the Council;

General Duties

- To ensure a responsive customer focused approach in the planning, commissioning and delivery of services.
- To explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.
- Facilitate and participate in the introduction of policies, procedures and practice to support the achievement of the objectives of the Council.
- To ensure that the principles of equality of opportunity are integrated and actively pursued both within the Directorate and in all areas of service provision
- To ensure continuing compliance with Council policy, procedure and legislation including those related to the management of employees, health and safety, customer relations, safeguarding, information, equalities, the environment and those specifically set out in Financial and Contract Procedure Rules.
- In addition to the duties set out above, the postholder will be required to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility accorded to the post.

Head of Finance Person Specification

		Essential	Desirable	Ascertained by
1.	Experience	<ul style="list-style-type: none"> • Significant and relevant experience in a financial setting at a senior level within a large and complex organisation. • A strong track record in being innovative and results driven, leading others to innovate and change. • Commercially aware, with an understanding of how to maximise opportunities for growth and investment. • Experience of managing and improving financial processes and frameworks within a complex environment. • Experience of building high performing teams and providing inspirational leadership to the wider organisation that drive a high-performance culture. 	<ul style="list-style-type: none"> • Local Government and/or Public Sector experience. • Experience of working with Elected Members and of dealing with politically sensitive issues 	<p>Application Form</p> <p>Interview</p>
2.	Knowledge	<ul style="list-style-type: none"> • Excellent knowledge & understanding of Financial Procedures • Knowledge and understanding of local government finance • Knowledge and understanding of the current Local Government landscape and the challenges facing Local Authorities in Wales. 	<ul style="list-style-type: none"> • Understanding of the wider social and economic environment within the Vale of Glamorgan 	<p>Application Form</p> <p>Interview</p>

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		Essential	Desirable	Ascertained by
3.	Skills and aptitudes	<ul style="list-style-type: none"> • Excellent leadership skills, able to provide clarity to your team on the vision and purpose of their work. • Excellent analytical skills with the ability to interpret and deploy complex data and translate complex financial information • Strong track record of building and nurturing productive working relationships, able to influence at the most senior levels both inside and outside the organisation. • Ability to provide insight and strategic understanding around the financial landscape that aids understanding across the wider organisation. • Highly effective communication skills, able to influence others with impact and professional credibility. 		Application Form Interview
4.	Qualifications and training	<ul style="list-style-type: none"> • Qualified Accountant belonging to a recognised Chartered Accountancy Body (CCAB) 		Application Form
5.	Attitude and motivation	<ul style="list-style-type: none"> • Highly motivated senior leader, able to act as a role model to team members and peers. • Adaptable and flexible to meet a variety of challenges • An inspiring leader, able to engage team members to deliver exceptional performance in a challenging environment • Innovative, change champion, who is happy to challenge the status quo to deliver on strategic objectives. • A passionate role model of the values of the Council. 		Interview

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		Essential	Desirable	Ascertained by
6.	Other (please specify)	<ul style="list-style-type: none"> Personal and professional credibility Drive, energy and enthusiasm to sustain an extensive agenda Capacity to work outside of normal office hours and attend evening meetings as and when required. Ability to drive/travel throughout the Vale or between locations as appropriate 	<ul style="list-style-type: none"> Ability to communicate through the medium of welsh or a willingness to learn to communicate in welsh. 	Application Form