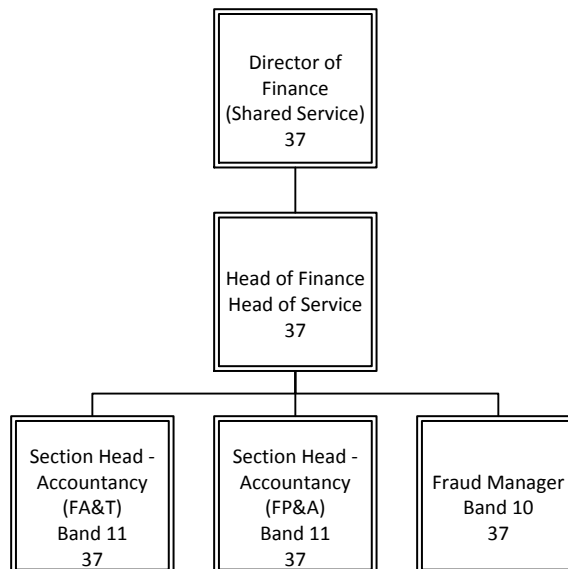


Job Description

Job Title:	Head of Finance	JE Ref:
Post Number:	RG0501	
Service/ Department:	Finance	Section:
Salary band:	Head of Service	
Location:	You will normally be based at Three Rivers House, Rickmansworth or any such other place of employment within the remit of Finance Services as may be required.	
Hours per week:	37 hours per week. The post holder is expected to work the hours required to meet the demands of the role.	
Driving Licence requirement:	The post holder will be expected to travel to achieve the requirements of the role.	
Payment Allowance:	Inner Fringe Weighting allowance	
Responsible to:	Joint Committee and reporting to Director of Finance	
Responsible for:	Entire Finance Service for Three Rivers District and Watford Borough Councils.	

PLACE IN ORGANISATION CHART OF DEPARTMENT:



Purpose of Role:

- To lead, promote and implement the self service vision for the Finance Service and set up the Finance policies, systems and processes in a way that meets the needs of both organisation's.
- To identify, deliver and manage the expectations of the Finance customers on an ongoing basis and enable councils to make the best use of their financial resources and meet their objectives.

- To lead the effective and efficient delivery of the service to agreed SLAs and KPIs together with associated service reporting, managing the wider Financial agenda at management boards, the programme board and the Joint Committee.
- To lead and manage the Finance service so that it is consistently providing a first class Finance service that is efficient, effective, customer and delivery focused and resilient.
- To define and lead the delivery of the future strategy and development of the Finance Service;

Key Accountabilities:

Service Delivery

- Take the strategic lead for the delivery of a first class Finance Service that provides value for money and supports partnering councils to achieve their short term priorities and longer term strategic vision and objectives.
- Lead the negotiation and delivery of Service Level Agreements and ensuring that SLAs are achieved to a high standard, taking corrective action in line with agreed strategies and plans.
- Lead the annual operational planning process for the Finance Service, document and communicate plans, support updates as required and conduct metric-based progress reviews.

Continuous Improvement

- Ensure the service delivery is planned and Finance's performance is monitored effectively, that service level agreements are achieved to a high standard, areas for improvement are identified and actioned according to agreed strategies and plans.
- Demonstrate continuous improvement in service delivery by innovative practices, policies, processes and technology. Add value to customers' performance.

Working in teams

- Establish an effective management and operational team for the service who are clear about service priorities and enabling them to contribute to service delivery.

Communication and Customer Engagement

- Encourage and enable the embedding of efficient Financial practices within the Finance Service and new ways of working across the councils, engaging with customers to review satisfaction and practices and involving them in development of Finance policies and practices.

Responsibilities

• **People and Organisation Management -**

- Manage, develop and motivate a team of Finance professionals coaching them as required on financial practices, allocating and delegating work and effectively managing their performance.
- Consult with Directors, Heads of Services and other managers to validate decisions and plans and provide regular, accurate and timely reports to the Management boards of both Councils as required.
- Build effective and positive relationships with internal and external stakeholders as appropriate clearly communicating financial priorities to both councils and to Finance Services team.
- Contribute effectively and positively to cross-service teams and projects.

• **Finance and budgetary control – include values of budget and level of authority**

involvement/ accountability – payment or fund raising activities

- Establish, monitor and control the budget for the service, including developing the annual budget.
- Ensure overall compliance with financial procedures and regulations.
- Identify, assess and, where appropriate, monitor risks.
- Design and implement aligned Finance strategies to ensure value for money, effective use of resources and excellent service delivery.
- Ensure that third party resources are used effectively to deliver financial services solutions where required and that the performance of these third parties is effectively managed and monitored.
- **Premises, equipment or information – buildings, vehicles, plant and stock and value of assets, level of accountability and authority**
- Professional direction, decision making and authorization of expenditure in relation to Finance service staff in all aspects of people, policy, process, system and financial matters
- Accountable for budget, staff and stakeholder management.
- Representing services at both Watford Borough Council and Three Rivers District Council in relation to Finance matters, including corporate Finance strategy and Finance policy development;
- Finance Professional lead.

Key Performance Indicators:

This role is responsible for the delivery of:-

- Financial KPIs according to electronically recorded service data and survey responses from customer departments, including Customer satisfaction during service transition and post implementation of transformed services.
- Programme schedule and budget (e.g. costs and savings as per budget).
- Service improvements as agreed with the Joint Committee and annual councils service plans.
- Contribute to achieving IIP and Charter Mark (or its successor).

Key Relationships:

- Members and lead members of partnering authorities
- Directors and Heads of Service at both councils
- Section 151 officers
- Budget Managers
- Auditors
- Local government networks

Important Notes Relating to Duties:

In dealing with any form of contract or tendering procedures on behalf of the councils, the holder of this post is personally responsible for ensuring that she/he:-

- Is familiar with the relevant requirements of the Council's constitution, Contracts procedures, Rules and Financial Procedure Rules, Officer Code of Conduct and other management guidance that may be given from time to time;
- Complies with these formal requirements and related procedures; and
- Seeks advice from a more senior officer or an officer with specialism in subject area if in any doubt about the proper course of action.

PERSON SPECIFICATION

This section presents the knowledge, skills, experience, personal qualities and qualifications that are considered essential for a person being deployed to this role.

Knowledge/skills/qualifications:

- Qualified CCAB Accountant (preferably CIPFA)
- Knowledge of Finance theory and practice, and the skills to adopt Finance service management best practice.
- Knowledge and skills in relation to local government financial regulations and requirements
- Strong business awareness/knowledge in relation to operational management and alignment to strategic objectives.
- Change Management skills to introduce changes and improvements to service.
- Knowledge of e-capabilities for Finance services;
- Sufficient knowledge and understanding of Insurance, Payroll Accounting, Internal Audit and Fraud (Benefits and Corporate) to ensure effective service delivery and continuous improvement.
- Sufficient knowledge and understanding Value Added Tax to ensure compliance with legislation and advantageous opportunities are explored.

Experience

- Extensive experience of running a Finance Service in a complex organisation.
- At least 5 years CCAB post qualification experience.
- Senior management and Finance experience with a proven track record of supporting complex improvement programmes, and developing and implementing innovative financial solutions at an operational, tactical and strategic level within a complex environment.
- Experience of managing staff within a transition situation, and in an operationally-demanding, service and outcomes focused environment.
- Track record of delivering measurable improvements in Finance service delivery to meet business objectives.
- Track record of robust quality and budget management.
- Experience of managing in a politically sensitive environment.

ICT/ technological aptitude

- Ability to use standard software applications (e.g. MS Office applications, Intermediate/advanced Outlook, Spreadsheets, database etc) and local applications.
- Utilises statistical reporting tools for analysis of Finance performance, people management data and web based research methods for benchmarking, best practice and future developments.
- Uses and presents information for compliance and continuous improvement with relevant statutory, improvement and performance targets for internal or external audits and requirements.
- Understands the process and applies experience of implementation of technology and e-based solutions to facilitate the most effective and efficient operation of the Finance over time.

Personal qualities

- High level of interpersonal, influencing and persuasion skills
- Strong motivational skills with a track record of developing others
- Confident and enthusiastic about change
- Excellent personal organisation and the ability to organize others
- Maintain a cool, clear head whilst under pressure
- Flexible and resilient

How we work

This is our generic behaviours and attitudes framework against which our performance is measured

(For full detail see the How we Work framework)

Clusters	Key Themes	Level needed* (1 – 4) *See guidance below
We deliver results	Manage performance	4
	Manage resources	4
	Manage change	4
We set an example	Fairness	4
	Integrity	4
	Accountability	4
	Image	4
We develop and grow	Personal development	4
	Challenge	4
	Innovation	4
We work together	Working with customers and colleagues	4
	Communication	4
	Leadership	4

How to map the 'How we work' levels to posts

Grade for WBC and Shared Services	Up to Band 5	Band 6 - 9	Band 10 + / Chief Officers
Do not manage staff	1 or 2	2	4
Manage staff	3	3	4

Grade for TRDC	Up to Scale 6	S0, PO MG1 MG2	MG3, MG4 and above
Do not manage staff	1 or 2	2	4
Manage staff	3	3	4

Politically Restricted Posts

Under the Local Government and Housing Act 1989 (as amended), posts that are either specified under that Act or posts that are defined as sensitive under the Act because the post holder is required to either give advice on a regular basis to the executive or any committee of the Council, or speak on behalf of the Council on a regular basis to journalists or broadcasters are 'Politically

Restricted'. This means that the post holder is restricted in terms of public political activity. For further information with regard to this please contact Human Resources.

This post is a Specified Post is politically restricted.

Job Share:

Job Share will not be considered for this post.

Equal Opportunities:

The Council fully supports the terms of The Equality Act 2010. We are an equal opportunities employer and do not discriminate on any grounds. We want a diverse workforce which reflects our community and welcome applications from everyone regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity and marital or civil partnership status.

We are also committed to improving opportunities for people with disabilities, and are a registered 'Two Ticks' employer. If you have a disability and demonstrate that you fulfil the person specification criteria for the role on your application form, you will be invited for an interview. If you feel that you could carry out this post with some adjustments, please let us know. If you require particular arrangements made for interview etc (e.g. signing, access), please indicate this on your application form.

Job description:	Name	Date
Written by (Manager)	Joanne Wagstaffe	February 2018
Agreed by (Manager)	Joanne Wagstaffe	February 2018
Approved by (Human Resources)	Lelita Bloxham	February 2018