**Job Description**

**Head of Finance (Deputy S151)**

**Grade: Shared Head of Service**

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| **Responsible To:** | **Responsible For:** |
| Director of Finance | Finance service |

**About the job:**

To lead a modern and high performing finance function across both councils. To deliver quality management accountancy services to South Ribble and Chorley Councils.

**Role:**

To be the Deputy Section 151 Officer. To lead the finance team, defining, developing and meeting its performance targets.

Responsible for the delivery of relevant and timely advice and guidance to members, corporate management, service directors, heads of service and budget holders at both councils.

Responsible for the delivery of a comprehensive management accountancy service to service directorates as specified in the Shared Financial Services Plan at both councils.

Being the corporate key point contact for management accounting services at both councils

Responsible for developing and delivering the relevant sections of the annual Shared Financial Services Plan for both councils

Deputising for the Director of Finance when required. Attendance at Council Committee meetings, Joint Committee meetings, officer meetings and meetings with outside bodies as required.

Complete relevant statistical, financial and grant returns where applicable

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

* Member of CIPFA or CCAB equivalent
* Evidence of continuing professional development

**Experience**

* Experience of working in a similar role in a political environment of comparable scale and complexity.
* Significant post qualification experience working in local government finance.
* Experience of all aspects of budget preparation and monitoring
* Experience of delivering elements of a council’s closure of accounts

**Skills and Abilities**

* Detailed and up to date knowledge of local government finance and the issues that affect a council’s medium-term financial plan.
* Ability to communicate effectively and persuasively at all levels across the council and with outside organisations
* Excellent IT skills
* Ability to analyse and interpret statistics and prepare and deliver briefings and/or presentations.

**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.