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| **JOB DESCRIPTION** | | |
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| |  |  | | --- | --- | | **Position Details** | | | Position Title: **Head of Financial Services (and Deputy 151 Officer)** | | | Grade: **15** | | | Section: **Financial Services** | Service Area: **Resources** | | Responsible To: **Strategic Director Resources (and 151 Officer)** | Responsible For: **Financial Services** | |  | | | Job Evaluation ID: | Date Issued: **January 2024** | | |
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| **Job Purpose** | |
| To lead the Financial Services Division ensuring the provision of customer focussed, cost effective services that deliver the full range of accounting and financial services to all service areas, whilst also providing the corporate finance function.  To act as the Council’s Deputy Section 151 Officer and to support and deputise for the Strategic Director Resources on all financial matters to discharge the statutory Section 151 Officer role.  To provide professional accounting leadership across the organisation. | |

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| **Principal Accountabilities and Responsibilities** |
| **General:**   * To ensure that all accounting, creditor payments and insurance related services are provided, and that all management information is prepared and presented, in a timely and accurate manner as required by internal and external service users. * To ensure that all appropriate accounting standards, as laid down by either statute or proper accounting practice, are adhered to across the Authority, and its supported joint committees. * To provide expert and up to date advice on all matters relating to the public accountability and stewardship of the financial affairs and resources of the Authority. * To ensure that the insurable interests of the Council are protected through the arrangement of relevant and appropriate insurance cover. * To ensure that the internal insurance fund is maintained at a level that is sufficient to meet potential future liabilities. * To assess the implications of all new legislation and draw up plans and instructions for necessary changes in policies, procedures and/or systems. * To maintain and develop the Authority's Corporate Financial System to achieve its maximum capability. * Ensure that control accounting is carried out effectively to ensure the integrity of the Council’s financial systems. * To ensure that the Council’s financial processes are fit for purpose, common across all service areas, regualrly reviewed and support continuous improvement and the objectives of the services / Council. * To ensure that all trade and direct payments are paid in an effective manner, whilst ensuring all statutory requirements are adhered to. * To be an active member of the Resources Directorate management team. * To develop and maintain effective relationships across the Council. * To attend Cabinet, Council, Executive Member briefings and Corporate Leadership meetings as required. * To ensure effective cross service relationships between financial services and its service users. * To manage, develop and implement the Division’s service and financial plans ensuring they meet corporate and service user’s needs. * To represent the Council on the Welsh Chief Accountants network.   **Budget & Medium-Term Financial Forecast preparation, monitoring and engagement:**   * Undertake multi-year forward planning scenarios for revenue and capital programmes taking into account potential future settlement projections / economic conditions, and service considerations and prepare the Medium-Term Financial Plan. * To carry out annual budget preparation for all service areas, including engagement with Strategic Directors and their management teams over the construct of the estimates, saving proposals and service implications of the proposals. * Prepare and submit to Cabinet, Council and Scrutiny the Authority’s revenue and capital budgets each year to ensure approval of a legal annual budget by the specified statutory due date. * To construct, report and maintain the standards associated with the Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance. * Produce and report to Corporate Leadership and Cabinet timely and accurate in-year financial monitoring information across all services on a consistent basis. * Liaison with Service Areas over forecast positions and remedial actions where necessary. * Ensure the timely completion of all grant claims, statutory returns and statistical returns, either directly within Financial Services or indirectly within Service Areas   **Accounts closure, auditing and governance processes**   * Planning, co-ordinating and completing the annual closure of accounts process, ensuring all due governance requirements are adhered to. * Prepare, complete and publish the annual statutory accounts and reports of the Council and the adminstered Joint Committees, in accordance with legislative requirements and approved accounting standards. * Reporting to the Audit and Governance Committee, Cabinet and the Council on the financial results of the authority, the outcome of the external audit and the statutory accounts. |
| **Resources/Equipment/Material** |
| * Information technology including specific corporate financial systems. |

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| **Supervision/Management of People** |
| * To be responsible for the management and performance of all staff within Financial Services. * To provide staff development opportunities to meet training needs including mentoring of staff where appropriate. |

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| **Special Working Conditions** |
| * The post, as the Deputy 151 Officer and lead on all financial services matters provides key support to the Strategic Director Resources and has a prominent responsibility to actively promote an organisational culture of best practice, efficiency, prudence, and value for money. * The financial environment is extremely challenging requiring the ability to operate effectively within that environment and the leadership maturity to embrace uncertainty. |

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| **General** |
| * To observe confidentiality in all aspects of work. * To participate in the service area’s supervision process and/or Corporate Appraisal process. * To demonstrate a willingness to undertake training development and learning opportunities to improve skills. * Comply with and support others to observe Health and Safety Act 2009 procedures and processes. * To adhere to the terms of the Alternative Working Strategy should the post be eligible. * To work within the Councils’ policy and procedures in respect of equal opportunity, anti-discriminatory and anti-oppressive practices. * To adhere to Data Protection principles whilst undertaking your duties and report data breaches to the data protection team at [dpa@torfaen.gov.uk](mailto:dpa@torfaen.gov.uk) * You are responsible for undertaking your duties in a manner which safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Designated Officer in your Service. You must raise any concern or allegation of abuse and neglect without delay. * To accept that this job description may be periodically subject to review. * To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment. |

**PERSON SPECIFICATION**



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| Position Title: **Head of Financial Services (and Deputy 151 Officer)** | Date: |
| For office use only | |
| Shortlisted By: | |
| Name of Candidate: | Date: |

**Please note you will need to meet the essential criterion to be invited for interview.**

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| **Requirements** | **Selection Method** | | |
| **Essential or Desirable** | **Score** | **Tested at Interview and/or Application Form** |
| **Education/Qualifications/Knowledge** | | | |
| A fully qualified accountant with at least five years post qualification experience. | **Essential** |  | **Application** |
| A minimum of 5 years’ experience at a senior management level in multi-functional / complex organisation | **Essential** |  | **Application** |
| **Experience** | | | |
| An up to date and extensive knowledge of financial legislation and codes of practice as they effect Welsh Local Government. | **Essential** |  | **Application/Interview** |
| Experience of annual closure of accounts and annual budget and budget monitoring / forecasting processes. | **Essential** |  | **Application/Interview** |
| Experience of managing and improving financial processes and frameworks within a complex environment. | **Essential** |  | **Application/Interview** |
| Extensive knowledge of corporate financial systems and procedures. | **Essential** |  | **Application/Interview** |
| Strategic knowledge and understanding of the services of a Local Authority and their co-operative relationships. | **Essential** |  | **Interview** |
| Knowledge of utilising the latest management and leadership practice to build and engage high performing teams. | **Desirable** |  | **Interview** |
| A proven history of review, leading and implementing change. | **Essential** |  | **Application/Interview** |
| Proven record of post qualification professional development . | **Essential** |  | **Application/Interview** |
| Knowledge of different service delivery models. | **Desirable** |  | **Application/Interview** |
| Experience of contract procurement and management. | **Desirable** |  | **Application/Interview** |
| Knowledge and experience of the wider public service agenda. | **Essential** |  | **Interview** |
| **Skills and Abilities** | | | |
| Able to demonstrate strong inter-personal skills. | **Essential** |  | **Interview** |
| An ability to understand service area needs and develop appropriate solutions. | **Essential** |  | **Interview** |
| Possession of extensive change, process re-engineering and project management skills. | **Essential** |  | **Interview** |
| A commitment to ensuring continuous professional development, both as an individual but also within a team. | **Essential** |  | **Interview** |
| An ability to successfully implement service improvement and / or change. | **Essential** |  | **Interview** |
| An ability to analyse and interpret complex information, particularly financial data, and deliver, if necessary, in a non-technical manner. | **Essential** |  | **Interview** |
| An ability to think and act strategically. | **Essential** |  | **Interview** |
| Ability to provide advice and recommendations taking into account political sensitivities. | **Essential** |  | **Interview** |
| **Personal Attributes** | | | |
| Listens to others and communicates effectively, seeking to achieve results through negotiation and consensus. | **Essential** |  | **Interview** |
| Shows empathy and is able to understand the impact of their own behaviours on others. | **Essential** |  | **Interview** |
| Invests time and energy in building strong networks and positive relationships. | **Essential** |  | **Interview** |
| Is politically astute. | **Essential** |  | **Interview** |
| Has an inclusive style and seeks feedback, taking a joined up approach to problem solving. | **Essential** |  | **Interview** |
| Engages assertively in debates but is skilled in resolving differences without conflict. | **Essential** |  | **Interview** |
| Acts with integrity, is honest, trustworthy and willing to empower and trust others. | **Essential** |  | **Interview** |
| Sees working in partnership as an opportunity rather than a constraint. | **Essential** |  | **Interview** |
| Demonstrates an absolute commitment to equality and embraces diversity | **Essential** |  | **Interview** |
| Understands their own strengths and weaknesses and is committed to self- improvement. | **Essential** |  | **Interview** |
| Believes in work / life balance for themselves and others and sets an example. | **Essential** |  | **Interview** |
| Believes in the ethos of public service and sets an example of high standards of conduct in this respect. | **Essential** |  | **Interview** |
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| **Total Short Listing Score** | |  |

Score key: 0 = Not Met Criteria 1 = Fully Met Criteria