



Inclusive
Ambitious
Always learning



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Director's Welcome

Dear Candidate,

Thank you for your interest in our Assistant Director: Finance and Commercial role.

This is a pivotal leadership role at the heart of the Council's financial sustainability and transformation agenda. As Assistant Director: Finance and Commercial, you will provide strategic leadership across finance, commercial activity and business partnering, supporting high-quality decision-making and ensuring strong financial governance. Your leadership will play a critical role in shaping the Council's financial future, ensuring the organisation remains financially sustainable while continuing to deliver high-quality services and ambitious transformation for residents.

As our Deputy Section 151 Officer, you will operate as a key member of the senior leadership team, working closely with Members, our corporate management team and service directors to align resources with priorities and deliver value for money for residents.

This role sits within the Resources directorate which provides a wide range of services, shaped by the needs of our customers both within and outside the council, and comprises:

- Financial services
- Corporate Procurement
- Audit & Risk Management
- HR, Organisational Development, Learning & Development, Payroll & Systems
- Corporate Improvement & Innovation
- Client management for our property joint venture

Our overarching aim is to develop and deliver clear financial and people strategies and approaches that support delivery of the Council Plan objectives. We take great pride in the services we provide directly and in our key role of enabling other service areas to succeed in meeting their priorities effectively and efficiently, by helping create a sustainable, high performing workforce supported by excellent managers and leaders.

We believe our staff are our greatest asset and are seeking a talented and dynamic individual with the experience passion and focus to help us achieve our vision.



Stuart McKellar

Executive Director: Resources

About Bracknell Forest Council

Bracknell Forest Council is proud to be an award-winning and forward-thinking organisation that knows what it's doing and where it's going. We positively celebrate Diversity & Inclusion for all our employees and residents. As one of our employees, we want you to fulfil your potential, feel valued for your individuality and feel confident bringing your authentic self to work.

At Bracknell Forest Council we are always looking for better ways of doing things. The people in our community are at the centre of all that we do. Our staff are vital for delivering innovative projects and you will be trusted to take ownership of your own work. You will have time to immerse yourself in the community and be supported by our managers and leaders to excel in your role.

A career with us means having everything you need to build on your skills. To build better relationships and communities. This is your chance to make a lasting impact.

The Bracknell town centre regeneration in 2017 saw the successful launch of The Lexicon; a £240m award winning shopping and leisure destination, with work on the next phase in full swing.

Location

This position is based at Time Square, Market Street, Bracknell but we work flexibly.

Attendance at the main office is only required as and when necessary to fulfil the role effectively – which is likely to be approximately one day per week.

Bracknell Forest Council offices are located in East Berkshire. Bracknell benefits from a regular rail service from Reading to London Waterloo. Our main offices at Time Square are 5 minutes walk from both the bus and train stations and there is also ample parking close to our office and good cycle routes across Bracknell Forest. We are also conveniently located for transport with the M3, M4, M25 and Heathrow all less than

a 30 minute drive. Bracknell Forest offer a range of flexible working initiatives to suit employee circumstances.

Values and Behaviours

[Our values](#) define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

Being Bracknell Forest.

Everything we do is about creating a better legacy for our employees, our places, for everyone who lives in our communities.

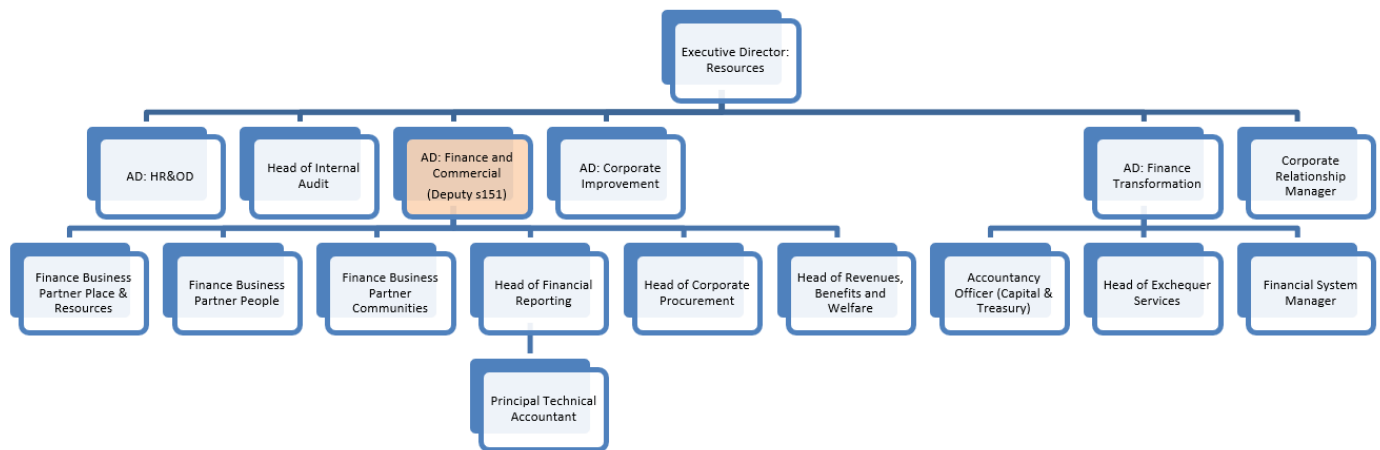
We enable our people to be part of our journey by giving them fantastic opportunities for growth, a strong sense of ownership and a huge scope for impact.



The Role

The role of Assistant Director: Finance and Commercial, is located in our Resources directorate within which there are six key sections: Financial services; Corporate Procurement; Audit and Risk Management; HR, Organisational Development, Learning and Development, Payroll and Systems; Corporate Improvement and Innovation; Client management for our property joint venture .

Organisation Chart



Key Deliverables First 12 months

In your first year, you will be expected to:

- establish strategic leadership of the finance and commercial functions to ensure strong financial stewardship and help deliver sustainable long-term financial sustainability of the Council through strong financial governance
- support the Section 151 Officer in discharging statutory responsibilities and ensure financial governance, controls and decision-making processes are clear and robust
- establish a strong leadership profile, particularly within the senior leadership team and elected Members, providing visible, credible financial and commercial leadership
- improve the quality, timeliness and insight of financial monitoring ensuring risks, pressures and savings are identified early and delivery is aligned to affordability and value for money
- improve financial accountability and decision-making across the organisation
- support the work of our transformation partner by identifying and quantifying opportunities for efficiency, additional income and improved outcomes in service delivery

By the end of your first 12 months, you will have:

- A strong personal profile across the leadership team and elected Members
- Delivered a credible and sustainable financial plan that aligns with the multi-year finance settlement
- Strengthened financial oversight and improved financial risk management arrangements
- Brought greater control to transformation spend and capturing transformation savings
- Established trusted, high-performing finance and commercial functions
- Enabled better, more informed and data driven decision-making across the Council

Budget

There are annual revenue budgetary responsibilities associated with the job in the order of £383m (the Council's gross revenue budget).

Corporate Peer Challenge

The Local Government Association's March 2026 Corporate Peer Challenge presents Bracknell Forest Council as a high-performing, values-led authority with a strong track record of delivery, visible political and managerial leadership, and a clear commitment to partnership working, regeneration and place-shaping. The review highlights an organisation with many recognised strengths, including robust governance, constructive member-officer relationships, strong performance management and a culture that is inclusive, ambitious and always learning. At the same time, the peer team identified that the council is entering a more demanding phase, with a more complex financial outlook and an increasing need to strengthen long-term organisational and financial resilience. For an Assistant Director Finance and Commercial, this is a significant strategic opportunity: to provide trusted corporate leadership at a pivotal point in the council's journey, helping to shape sustainable financial strategy, enable transformation and ensure resources are aligned to the council's long-term ambitions for residents and place.

Read more here: [LGA Corporate Peer Challenge: Bracknell Forest Council | Local Government Association](#)

Additional information

- [Resources Directorate service plan for 2026 to 2027](#)
- [Council Plan 2023 to 2027](#)



JOB DESCRIPTION

Job Title:	Assistant Director: Finance & Commercial		
Directorate:	Resources	Salary:	£108,047 - £126,093
Section:	Finance	Grade:	S4 A- F
Location:	Time Square, Bracknell	Work Style:	Home Flex

Key Objectives of the role

- To provide strategic leadership for the Council's finance and commercial functions, ensuring strong financial stewardship, long-term sustainability, high-quality professional advice, effective governance, and value for money across the authority.
- Support the Executive Director: Resources / Section 151 Officer in discharging statutory responsibilities and lead the development of a modern, insight-led, business-partnering and commercially aware finance service.
- Lead the Council's medium-term financial planning, corporate budget process, financial monitoring, statutory reporting and key commercial activities, including procurement, business case development, option appraisal and provide support for major projects.
- Provide expert advice and support across the Council, including to Corporate Management Team, Senior Leadership Group and Councillors, on all matters relating to operations under their control.

Designation of post and position within departmental structure

The postholder reports to the Executive Director: Resources / Deputy Chief Executive (s151 officer).

The postholder works in close liaison with senior officers throughout the Council and with senior colleagues in partner organisations and central Government agencies.

Daily and monthly responsibilities

- Contribute corporately to the strategic leadership of the Council, ensuring that financial and commercial considerations are embedded in policy development, transformation programmes and major decisions.
- To provide strategic financial and commercial risk advice and information to Councillors, the Chief Executive, Executive Directors, the Senior Leadership Group and external partners, helping to align policy, resources and delivery with the Council's strategic priorities and fiduciary responsibilities.
- Lead the development, maintenance and delivery of the Council's Medium Term Financial Strategy, annual revenue budget, capital programme and associated financial planning framework.
- Enable effective budgetary planning across the Council as a whole, ensuring robust arrangements are in place to identify budget pressures, economies, additional income, costing alternative strategies and policies and identifying alternative options.
- Provide timely, accurate and insightful budget monitoring and forecasting information to Corporate Management Team, Cabinet and Scrutiny.
- Ensure high-quality completion of statutory and non-statutory returns, grant claims and other financial submissions, with appropriate assurance and sign-off arrangements.
- Lead, motivate and develop multidisciplinary teams, promoting high professional standards, collaboration, resilience, succession planning and continuous learning.
- Lead and develop a high-performing business partnering model that supports and challenges services, enabling informed decision-making, budget and contract ownership and accountability.
- Promote improved financial literacy, ownership and accountability across the organisation, supporting budget holders and senior managers to make effective use of systems, forecasts and financial information.
- Lead the Council's approach to commercial strategy, helping to identify and evaluate opportunities for efficiency, income generation, smarter commissioning, better contracting and improved value for money.
- Provide corporate leadership on business case development, option appraisal, market analysis and financial/commercial modelling for major projects, transformation initiatives, regeneration schemes and service redesign.
- Act with a high degree of political awareness, judgement and integrity, supporting effective governance and clear decision-making within a democratic environment.
- Deputise for the Executive Director: Resources as required in providing assurance that the Council's financial affairs are conducted lawfully, prudently and in accordance with professional standards, codes and good practice.

It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Scope of role

- There are annual revenue budgetary responsibilities associated with the job in the order of £383m (the Council's gross revenue budget)
- Providing sufficient timely information and advice on the future financial issues that affect the delivery of the services across the whole Council to support the Council's medium term financial plan.
- The need to interface with a wide range of key stakeholders, service users, elected members, and partner organisations is crucial to ensure the smooth operation of the department.
- Line management responsibility for 8 staff and indirect responsibility for a further 40 staff.
- The post has significant scope across the Council, and its performance is crucial to the Council's sustainability and success.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Educated to degree level or equivalent Relevant CCAB professional accountancy qualification, e.g. CIPFA Substantial post-qualification experience and evidence of continuing managerial and professional development	Management qualifications, e.g. MBA, MSC or OMS or equivalent
Competence Summary (Knowledge, abilities, skills, experience)	<u>Knowledge</u> Up to date knowledge of major issues and legislation relating to Local Government Finance <u>Experience</u> Significant experience at a senior level within a unitary authority or similar environment, including advising senior officers and elected Members and presenting complex issues clearly and credibly. Experience of planning and managing the financial cycle in a local authority or similar public sector organisation Experience of commercial appraisal, business case development, procurement, commissioning, contract or supplier management Experience in planning, managing and reviewing complex change and improvement programmes. <u>Skills</u> Enthusiasm, motivation, drive, commitment and innovation to ensure strategic development of services. Confidence and ability to work at a strategic level as a member of the management team.	Wide range of operations in a Finance Dept of a local authority. Experience of effective working in co-operation and partnership with a wide range of internal and external bodies. Knowledge of Microsoft packages. Understanding of local authority accounting packages Highly developed and effective communication and inter-personal skills

Ability to provide proactive leadership and to support and motivate staff to plan and deliver effective services.

High levels of political awareness, judgement, resilience and integrity.

Work-related Personal Requirements	The ability to resolve issues regarding national, corporate, directorate and practice related requirements. The ability to think strategically, analyse performance data and provide innovative solutions to improve the services performance. No criminal record involving theft or fraud. Committed to maintaining professional standards and to quality service delivery and a good professional image. Willing to respond to requests, open to new ideas and being innovative. Committed to continuous personal development. Customer focused.	Excellent advocacy, negotiating and consultation skills to ensure the promotion of effective partnerships with stakeholders and partner bodies.
Other Work Requirements	Keeping up to date with current developments affecting local government generally and local government finance specifically.	Ability to travel for partnership or networking meetings
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.	

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.



Working Flexibly

We understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day.

Your work style is “Home-Flex/Hybrid”. This allows employees to work remotely for the majority of their working week. The extent, timing and location of remote working will be by agreement with the Executive Director: Resources.

Benefits

At Bracknell Forest Council, we want you to feel valued and supported from the moment you join us. Alongside the chance to make a real difference in your role, you will benefit from a competitive package designed to support your wellbeing, your lifestyle and your career development.

Our benefits package includes buying and selling annual leave, shopping vouchers and discounts, leisure membership, a dental plan, travel benefits, an electric vehicle salary sacrifice scheme, and much more.



Buying and selling
annual leave



Shopping Vouchers



Dental Plan



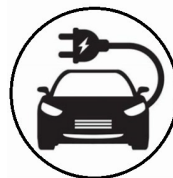
Travel Benefits



Leisure Membership



Recognition of NHS
continuous service



Electric vehicle
salary sacrifice



...and more!

We are also proud to recognise continuous service from the NHS and UKHSA. If you join Bracknell Forest Council from an organisation on NHS or UKHSA terms and conditions, your continuous service may count towards key entitlements including occupational maternity and paternity leave, sickness absence entitlements and annual leave. This applies when you begin permanent employment with Bracknell Forest Council. Please note that other organisations covered by the modification order may have different arrangements in place.

Please visit [our benefits webpages](#) to explore the full range of support and rewards available to our staff.

Annual Leave

The annual holiday entitlement for this role is 27 days per annum plus bank holidays.

Annual holiday entitlement increases with length of service (5 additional days after 3 years continuous Local Government service).

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £81,001 to £114,800 pa contributes at 9.9% and a salary of £119,101 to £140,400 contributes at 10.5%

Car Parking

Assistant Directors are entitled to park at our Time Square car park with a charge of £30 per month. Alternatively, you can elect to park at the Braccan Walk car park (The Ring, Bracknell, RG12 1DR) which incurs a monthly charge of £7 per month.

Car Allowance

This post carries a Casual Car User Allowance. Business miles are claimed at 55p per mile for the first 8,500 miles and 25p per mile thereafter.

Salary

The salary for this role will be within the local Bracknell Grade S4, A-F, £108,047 and £126,093 per annum. The starting salary offered will depend on your experience. Entitlement will be periodically reviewed.

Learning and Development

We actively encourage all our employees to take up the wide variety of learning and development available and are currently reviewing our leadership development program for the Corporate Management Team. This post will have a key role in developing the future development programmes.

We have a blended approach to learning which can include face to face, masterclasses, eLearning, and other interventions. Our formal appraisal process assists us in identifying skills gaps and areas for personal development as well as to highlight key focus areas going forward.

Manager Forums are held quarterly at which CMT provide information and updates to managers in a private setting and facilitate discussions around key council focussed areas or potential developments. Managers are encouraged to participate and share learning at these events.



Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

Please complete the Equal Opportunities Monitoring Form when you upload your details. We are keen to ensure that all our jobs are accessible to all members of the community and use this data to monitor our progress in doing this.

We aim to ensure that individuals are recruited, selected, trained and promoted based on ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

We encourage applications from those with a disability. We have made a commitment to guarantee an interview to any applicants with a disability who meets all the essential criteria of the person specification.

All staff should always hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

Our commitment to those with a disability

We are signed up and committed to the Disability Confident scheme. We make sure that we will not treat a disabled person any less favourably because of their disability and will offer an interview to anyone with a disability who meets the essential criteria on the person specification. We are committed to making sure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations.

Our commitment to care leavers

We welcome applications from care leavers and are committed to supporting care leavers into employment.

This means that if you meet the essential criteria as outlined in the person specification and tick the box on the application form to notify us when you apply, you will be guaranteed an interview.

Our Commitment to those leaving the armed services

We are proud to hold the silver award in the covenant Employer Recognition Scheme and are committed to providing support to Armed forces veterans. This means that if you meet the essential criteria as outlined in the person specification and tick the box on the application form to notify us when you apply, you will be guaranteed an interview.



How to apply

Closing date for applications: Midnight, Sunday 5 July.

The following guidance contains important information to help with your application.

For information on arranging a confidential discussion, and guidance on how to apply, please visit www.fairfield.co.uk/bracknellforest





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More About Applying Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check.

All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period. Successful completion of probation will be dependent on completion of the Council's mandatory courses which include Equality & Diversity, Health & Safety and GDPR.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

The Assessment Process

Assistant Director roles at Bracknell Forest are member-appointments. As part of the process, you will undergo a technical interview with Bracknell Forest, if progressed, you will be invited to attend a stakeholder panel and then a final interview panel, which is a formal committee, supported by officers.





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Politically Sensitive

This post is a politically sensitive post, i.e. politically restricted under The Local Democracy, Economic Development and Construction Act 2009. This means there are certain restrictions to observe relating to canvassing for political parties or taking up a political office- although you may still become a Councillor in a Town or Parish Council. Employees who are listed as “politically sensitive” are limited as follows:

- Postholders are disqualified from being Members of any County, Borough or District Council including Bracknell Forest.
- Postholders are disqualified from being a Member of Parliament or of the European Parliament.
- Postholders are restricted in terms of public political activity (e.g. open campaigning or canvassing in elections, publishing political articles).

Further details are available on request. Please feel free to discuss this at interview.

What happens to the information you give us?

If you are unsuccessful in your application, all data contained in your application form will be destroyed within a reasonable time frame.

The council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

