

Job Family:	Policy & Advisory Professional Knowledge	Grade:	9
Job Title:	Senior Finance Lead: Strategy & Reporting	Directorate:	Resources
Date:	30 August 2017	Version:	1:2

Role Profile - Details Specific to Job Family

These roles provide a broad service that set policy and provides advice to support and assure all of the council's day to day activities. They gather information required by other groups to make strategic decisions and translate this into corporate policy and strategic advice. They have little or no direct accountability for outcomes; however, what they are accountable for is the quality of advice they provide to business leaders.

At the lower levels, these roles tend to focus on research and analysis and the interpretation and implementation of policies. At the higher level, role holders set strategy, develop policy and provide assurance across the Council more broadly.

Role Profile - Details Specific to Grade

These roles will have accountability for achieving clearly specified and measurable results either personally or through the leadership of a team. Will be dealing with the most complex problems and issues within the boundaries of technical or professional skill and knowledge. Will make recommendations on procedural improvements and other initiatives to enhance team performance.

Roles requiring a level of professional expertise to assure a standard or provide expert advice to others.

Brief Description of job role and department

The Shared Finance Service ambition is to add value, inspire success and this role is part of the Shared Finance Service (SFS) collectively responsible for delivering SFS activities to realise this ambition. The role provides support to the Financial Strategy and Financial Reporting Managers and may be required to deputise for either of these posts as required.

The postholder is required to deliver and develop the Financial Strategy and Reporting function across Sutton and Kingston Councils, complying with statutory requirements and deadlines, balancing planned and reactive requirements and delivering subject matter expertise on all financial strategy and reporting requirements. The postholder will work flexibly across a pool of people providing support to the Financial Strategy and Reporting function and may lead or contribute to a variety of activities throughout the financial cycle.

Representative accountabilities

- Lead on the development of specific policies and procedures to contribute to the continuous improvement in own work area.
- Deliver advice and guidance on the most complex matters in own area of expertise to ensure customer needs are met.
- Liaise with customers to review service requirements and resolve problems.
- Where relevant co-ordinate the work of a team, either formally or as part of a project to ensure individual and team objectives are delivered.
- Manage individual projects or systems to ensure work objectives are delivered in line with agreed standards and/or statutory requirements.
- Keep up to date with changes in relevant policy and legislation to ensure delivery in own work area is effective and complies with appropriate regulations/statutory guidance.

Budgetary accountabilities

Support and challenge managers to contribute to effective Medium Term Financial Planning and decision making across all Council budgets

Specific accountabilities

- Produce annual statement of accounts for LBS and RBK and Council owned companies as required, in line with relevant accounting guidance, statutory timescales and local government legislation
- Support the coordination of Sutton or Kingston Council's Medium Term Financial Planning and detailed budget setting process for reporting to Council Committees and senior officers within required timescales
- Support the Financial Strategy and Financial Reporting Managers and work closely with other parts of the Shared Finance Service on the reporting of Corporate Financial health for Sutton and Kingston Councils, incorporating regular budget monitoring, balance sheet and reserves position and other key financial indicators.
- Contribute to the completion of statutory reporting requirements including RA/RO returns, WGA reporting and other statutory financial returns
- Improve financial and accounting processes to improve efficiency and continuity, automating where possible and standardising processes across LBS & RBK
- Complete statutory and professional returns and other financial information requirements, including Freedom of Information requests.
- Provide effective support and coaching to Finance Lead and Finance Trainee post holders
- Build and maintain relationships with key customers including External and Internal Audit, Service managers and external partners across Kingston and Sutton Councils
- Act as the finance lead on corporate transformation projects

Person specification (knowledge, skills, experience and behaviours required in the role)

Essential Knowledge and/or Experience

- Knowledge & experience of closing the financial accounts, including liaison with Internal and External Auditors OR setting a financial strategy for a large Local Authority
- Proven experience of using IT in a business environment, including, Google applications, Word, Powerpoint and software packages to record and manipulate data.
- Experience of managing change and developing and delivering proposals for the continuous cost-effective improvements to service delivery.

Desirable Knowledge and Experience

- Holds or studying towards a relevant professional qualification (e.g. AAT, CIPFA, CIMA, etc) or demonstrable equivalent experience of operating at that level.
- Knowledge of financial reporting requirements for a Local Authority
- Knowledge of financial reporting requirements for Local Authority owned companies and other service delivery models

- Knowledge of business rates retention system and forecasting retained income
- Experience of leading or providing financial support to change programmes and business improvement initiatives.

Capabilities and Behaviours

- Excellent data analysis and numeracy skills with a methodical, proactive and problem-solving mindset to resolve issues and minimise process errors
- Excellent communication skills, verbally and in writing, with the ability to discuss and present finance concepts and processes in a range of ways with non-finance people
- Ability to work in continuously flexible, streamlined and effective way.
- Ability to manage conflict or competing objectives to deliver creative and innovative solutions that contribute towards achieving corporate priorities
- Ability to develop strong working relationships and establish personal credibility with a wide range of stakeholders both within and outside of Kingston and Sutton Councils
- Creative approach to problem solving and improving delivery of finance services
- Commercially astute mindset that is open to change and embraces innovation

Mandatory accountabilities/requirements for all LBS staff

- Ensure all health and safety standards are adhered to for the relevant work area
- To carry out duties and responsibilities in accordance with the Council's Core Values and Equality & Diversity Policy and all other Borough and departmental policies and procedures