

Designation:	Head of Finance & Section 151 Officer
Grade:	Stroud 9
Responsible to:	Chief Executive
Service Area:	Finance
Post Number:	New Post

ESSENTIAL CRITERIA

QUALIFICATIONS

- Educated to degree level or equivalent.
- CCAB qualified accountant with extensive post qualification experience at a senior level within an accountancy and audit environment.

EXPERIENCE

- Extensive experience of successful strategic financial management, financial planning and budget preparation
- Experience of providing strategic direction and strong leadership in a previous Head of Finance or Senior Management role.
- Experience of providing advice, information and support to members and external parties with minimal supervision.
- Proven ability to implement and monitor highly effective and efficient financial controls.
- Experience of preparing and presenting accurate and timely financial statements and comprehensive commentary in accordance with relevant regulations/ guidelines.
- Experience of report writing and presenting at Committee / Board level and at Corporate Team level.
- Experience of managing staff in a financial environment

SKILLS & KNOWLEDGE

- Good working knowledge of BVACOP, SORP's and Financial Reporting Standards and the implications for the Council.
- A high level of skill in working across a broad range of technical accounting subject areas.
- Ability to interpret and communicate financial information at an advanced level.
- An ability to interpret and communicate complex financial information in plain English to non-financial managers and members.
- Ability to work to tight deadlines and meet conflicting demands

PERSONAL ATTRIBUTES

- Excellent written and verbal communication skills
- Sound management judgement and personal credibility.
- Able to exhibit the skills and attributes of a Senior Leader based on the Council's competency framework.
- Demonstrate integrity, fairness and high personal and professional standards.
- Ability to influence key stakeholders throughout the organisation and work effectively with appropriate external bodies.

OTHER

- Committed to working for an employer that values diversity and equality of opportunity

DESIRABLE CRITERIA

EXPERIENCE

- Previous experience of undertaking duties of Chief Finance Officer as set out in section 151 of the Local Government Act 1972
- Previous experience of working in Local Government

SKILLS & KNOWLEDGE

- Knowledge of public sector finances and associated rules and regulations.

CORE COMPETENCIES

1. Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

2. Customer Service

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment to understanding and meeting their needs, in line with policies.

3. Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

4. Innovating

You will be able to seek better, more effective ways of delivering services.

5. Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

6. Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.

In addition to the core competencies the managerial and leadership competencies will also apply to this role.