

<b>Designation:</b>	<b>Head of Finance &amp; Section 151 Officer</b>
<b>Grade:</b>	<b>Stroud 9</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Location:</b>	<b>Ebley Mill</b>
<b>Job Purpose:</b>	<b>To lead the Council's Financial service including the protection of the Council's financial assets and to undertake the statutory duties of the Chief Finance Officer as set out in section 151 of the Local Government Act. To support the Chief Executive in the strategic financial direction and development of the Council.</b>
<b>Responsible to:</b>	<b>Chief Executive</b>
<b>Responsible for:</b>	<b>Accountancy &amp; Audit Teams</b>

## KEY DUTIES

- To undertake the statutory duties of the Chief Finance Officer as set out in section 151 of the Local Government Act, the relevant sections of the Local Government Finance Act and the Council's constitution.
- Contribute to the effective strategic management of the Council and to represent the work of the Council, our partner agencies and to encourage partnership working.
- Act as the Council's Chief Financial Officer and to work with the Chief Executive, Directors and other Heads of Service to provide leadership, management and strategic direction for the Council's financial plan, including the Medium Term Financial Plan.
- Ensure the delivery of services are effective, efficient and economic, addressing the needs of the people of the Stroud District and which are congruent with the Council's objectives and improvement agenda.
- Provide provision of advice, information and support to elected members and also work in partnership with other Council services and external organisations to achieve common objectives in accordance with the Corporate Delivery Plan.
- Undertake the relevant functions, duties and responsibilities as set out in the Council's constitution.
- Ensure the proper administration of the Council's financial affairs, the maintenance of the highest standards of control and the provision of an effective and responsive service for the Council.

- To provide advice to Corporate Team and the Council on the management of the council's financial affairs and to support the delivery of the Council's budget priorities and the effective use of the Council's resources.
- Developing and coordinating the Council's revenue capital and housing budget setting and monitoring processes, in the context of the need for longer term financial planning, integration with service and performance planning and the achievement of the Council's strategic objectives.
- Ensuring effective performance management of the finance function and wider corporate systems.
- Ensuring the Council gains maximum benefit from existing arrangements for local government funding and identifies and represents the Council's interests in the ongoing review and development of new funding arrangements.

## SKILLS AND KNOWLEDGE

- Educated to degree level or equivalent.
- CCAB qualified accountant with extensive post qualification experience at a senior level within an accountancy environment.
- In depth knowledge of BVACOP, SORP's and Financial Reporting Standards.
- A high level of skill in dealing with technical accounting issues
- Ability to interpret and communicate financial information at an advanced level.
- Able to exhibit the skills and attributes of a Stroud Senior Manager as detailed in the Council's competency framework.
- Ability to produce high performing teams, good employee relations and support the continuous improvement and development of the service.
- Actively contribute to transformational change across the Council and ensure that organisational development initiatives, policies and plans are implemented and properly embedded.

## COMPLEXITY AND CREATIVITY

- Production of complex reports relating to the financial position of the Council.
- Identifying areas for efficiency savings in the budget process.
- Development of new systems.
- Understanding and implementing new Government legislation and applying in the most advantageous way to the Council's business.
- To anticipate, monitor and identify strategic issues and changes which affect the service area and develop effective responses to such changes.
- Attend and contribute to Committee, Council and Corporate Team meetings as appropriate.
- Facilitate and participate in the introduction of policies, procedures and practise to support Council objectives.

## JUDGEMENT AND DECISIONS

Required to exercise discretion and judgement in a range of areas which lead to the setting of working standards and/or decisions leading to changes in important procedures or service practice.

## CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public
- Audit Commission

## TRAVEL DESIGNATION / MISCELLANEOUS

- Mileage travelled on Council business will be reimbursed at the HMRC rate in accordance with the Council's Travel and Subsistence Policy.
- Politically restricted post

## GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*