



Candidate Information Pack

Head of Finance

JNC 21-25 (£57615 to £63024 - pay award pending)

37 Hours per week

Our Organisation

We are the local district Council for the Borough of Hyndburn, in East Lancashire. Our main offices are in Accrington and we also cover the townships of Oswaldtwistle, Great Harwood, Clayton-le-Moors and Rishton. We provide a range of essential services such as refuse collection, environmental protection, maintaining parks and open spaces, Licensing, administering some key benefits and much more.

As well as a number of towns, we have large areas of outstanding open space to explore, including our wonderful parks and 3 local nature reserves. We're home to the famous Accrington Stanley football club, our NORI bricks helped build the Empire State Building and our Council-run Haworth Art Gallery has the largest collection of Tiffany Glass in Europe.

We face many challenges as a borough, predominantly linked to deep-seated inequalities in health and deprivation. You will join us at an exciting time, as we look to progress our recently adopted corporate strategy. This focuses on sustainable growth in both housing and employment, as well as on our environment and climate change. We have an ambitious transformational agenda, as evidenced by our current Levelling Up programme which is regenerating our main town centre.

The Accountancy service provides support to other Council service areas, as well as undertaking Corporate Finance functions such as Treasury Management, Collection Fund accounting, Creditor and Debtors and preparation of the year end statement of accounts. Over recent years, the team has also provided financial and external funding expertise on Levelling Up Fund, UK Shared Prosperity Fund and National Heritage Lottery Fund schemes. These are part of a wider capital programme totalling just over £44million. In the last year, the team has successfully implemented the Civica Financials system.

Our Values

Our future success will depend on the professionalism and dedication of our staff, as well as how we work collaboratively with partners and stakeholders. We aim for a supportive, friendly working culture and strive to recruit people whose values align to our own.

Customer Focus

We will make best use of our resources to support the delivery of excellent services to our customers. We will treat each customer as a valued individual and show sensitivity to their needs and differences.

Integrity

We will always try to do the right thing. We will act and communicate honestly and openly, honour our commitments and be accountable for our actions.

Positive Attitude

We will be proactive and optimistic in finding solutions to challenges, open to improved ways of working and to updating our knowledge and skills to meet these changes.

Teamwork

We promote a friendly and supportive working environment. We will work together across teams, services and with partners to achieve the objectives of the Council and the best outcomes for our customers.

The Role

Hyndburn Council is in good financial shape and has significant opportunities for future growth and development to benefit its residents. We're looking for an exceptional Head of Finance to manage all aspects of our accountancy service and Administration services, ensuring that our systems and the work of the teams combine to produce quality information and excellent financial management across the Council. You'll need to show us you have the ability to manage a large team facing an number of ambitious challenges and assist the Council in its wider desire to improve and modernise.

The full job description and person specification is included within this document, and includes the following as primary objectives:

- To manage/lead/direct the activities of the Accountancy and Administration teams.
- To facilitate effective financial management for the authority.
- To ensure that the Council's accountancy systems and practices operate in accordance with standards and procedures agreed with the Executive Director (Resources).
- To act as the Council's Deputy S151 Officer.

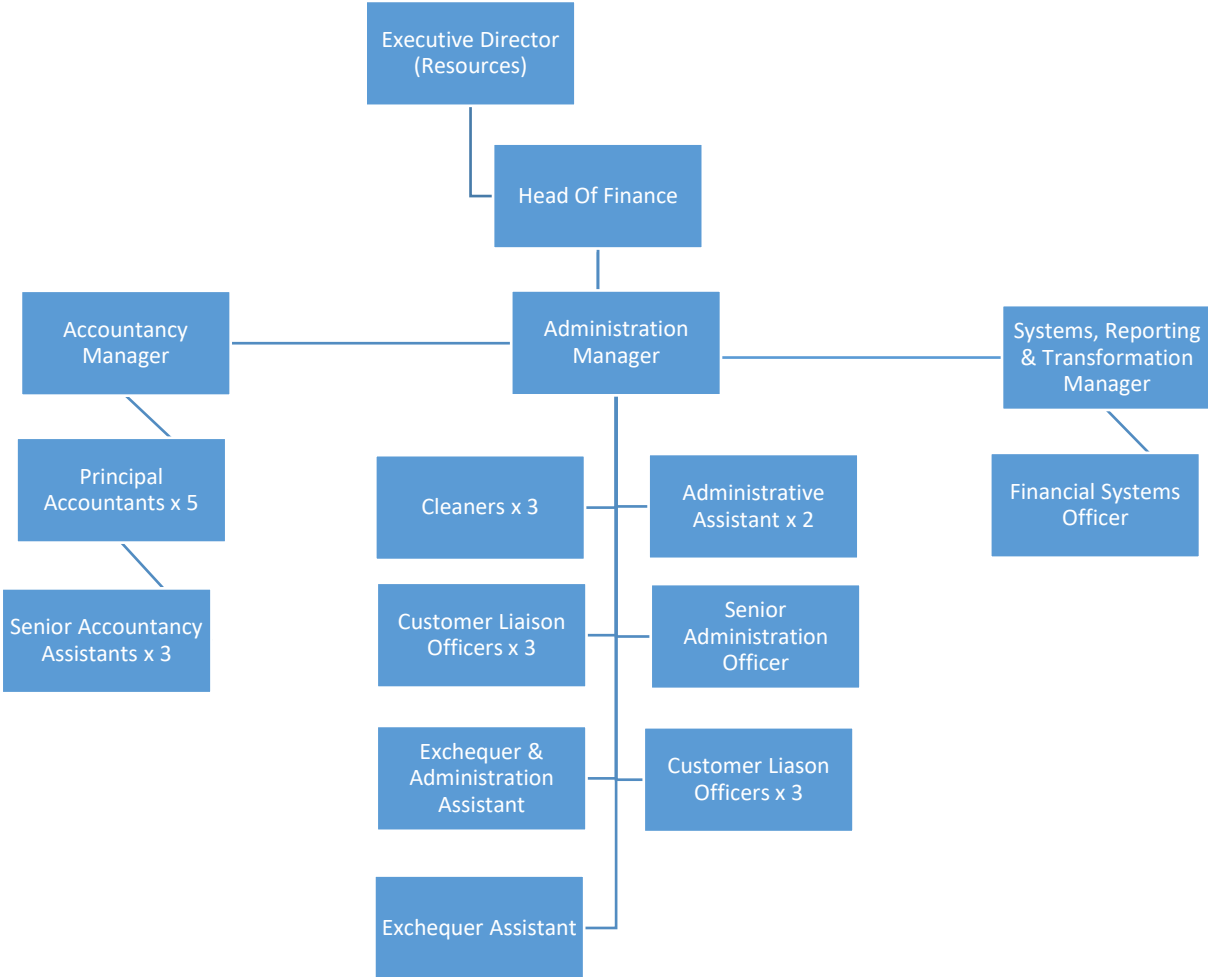
Our ideal candidate will bring:

- A CCAB qualification as well as a management qualification, with membership of a relevant accountancy body and evidence of CPD.
- At least three years' experience in financial management (preferably in a Local Authority).
- Experience of managing, motivating and leading a team, planning workloads and monitoring performance against targets.
- Experience of the legislative and regulatory framework.
- Experience of the production of annual statement of accounts in adherence with a strict timetable, and of the production and development of a business wide budget setting process.

This post is subject to a Basic Disclosure and Barring Service check.

If you have the right experience and can demonstrate that your skills and experience match these requirements, we would love to hear from you.

Staffing Structure



Your Salary and Benefits

Salary

- Chief Officer Grade - JNC 21-25 (£57615 to £63024 - pay award pending)
- JNC for Chief Officers
- Essential car user allowance

Hours of Work

37 hours, on a flexible working time system. This allows choice over working time between 7.30am and 6.30pm, subject to business needs. We pride ourselves on our approach to flexible working and are open to discussions around alternative working options. Please let us know if you have any personal preferences about flexible working arrangements during the recruitment process. The team operates hybrid working arrangements, meaning that some days may be worked from home, subject to service needs.

Leave entitlement

Your leave allowance will be 31 days

This is in addition to public holidays and a 3 day closure around Christmas / New Year period plus one additional day of leave to be taken on a set date around this period.

Pension

We will enrol you into the Local Government Pension Scheme on commencing employment. This is a "career average" scheme, which means you will build up benefits based on your pay each year. Your contributions depend on the level of your pay. We will also make employer contributions.

Supportive Working Arrangements

We genuinely support flexible working practices to help you strike a good balance between your work life and your personal life. We have agreed a Smart Working Strategy which supports hybrid working, meaning you will have the opportunity to work from home for part of the week. We have a confidential 24/7 Employee Assistance Programme which can support you and household members through difficult patches, including counselling support.

Learning and Development

We will support and encourage you to keep developing your skills and professional knowledge. We'll fund relevant training and provide in-house opportunities, including through the "Hyve", our access anywhere e-learning platform.

Diversity and Inclusion

We value diversity and inclusion. We know we can't stand still on this; we try to keep improving. We want all our staff to feel valued and respected and to see this as a great place to work. We'd love our workforce to better reflect the communities we serve. We welcome applications from candidates from under-represented groups, including people with disabilities or from ethnic minorities.

We offer a guaranteed interview to anyone with a disability who can show they meet the essential criteria - we'll ask you to indicate on the application form if this applies.

Other Benefits

Other benefits include free car parking, a leave purchase scheme, reduced leisure membership, credit union, access to discounts, health cash plan, access to physiotherapy / osteopathy treatment, and death in service benefit (separate from the pension scheme).

How to Apply

Take a look at the job description and person specification. To apply for the role, please complete our application form via the Jobs section of our website:

[Working at the Council – Hyndburn Borough Council](#)

The form includes space for a supporting statement where you should explain how you meet the requirements listed on the job description and person specification. You should demonstrate how your skills, qualities and experience meet the requirements of the job (as described in the job advert and candidate pack). And instead of simply telling us, show us: use real life examples of where you've used a certain skill or how you've practically applied your experience. This supporting statement is a really important part of the selection process so make sure you keep your statement **relevant** and **concise**. Think about what we need to know about you and what you'd bring to the role and our organisation.

Hyndburn Borough Council values honesty and integrity and expects all candidates to share these values. Please ensure that all the examples you use in support of your application are representative of your own experience. For more information, please see our [Guidance on using Artificial Intelligence in job applications](#).

Equality Monitoring Questions

We're committed to improving our workplace representation so we reflect the diverse communities we serve and we'd really appreciate it if you could tell us about certain equality characteristics on your application form. This information will not be shared with the people making decisions on shortlisting or who to appoint. This will help us assess whether there may be any barriers to people applying or being successful in their application, based on equality characteristics.

Submitting your application

Once you've filled out and completed everything, you'll be prompted to submit your application. Simply click the button and you're done. If, at any stage, you have questions or problems, please contact HR at recruit@hyndburnbc.gov.uk

We'll normally get back to you within a couple of weeks at the most if you've been shortlisted for interview.

Good luck!

JOB DESCRIPTION

JOB TITLE:	Head of Finance
POST NO:	FS113
SERVICE AREA:	Accountancy & Administration
AGREEMENT:	NJC Conditions for Local Government Services
GRADE:	JNC 21-25
OTHER:	Essential User Allowance
DATE:	February 2025

Organisational Relationships

- (a) Reports to: Executive Director (Resources)
- (b) Supervises: Accountancy & Administration Services (also required to supervise other staff as required on project basis)
- (c) Co-ordinates with: Elected Members, Chief Officers, Managers and other employees within the Authority, also representatives of external organisations and customers.
- (d) As a Public Servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

Primary Objectives

- To manage/lead/direct the activities of the Accountancy and Administration teams.
- To facilitate effective financial management for the authority.
- To ensure that the Council's accountancy systems and practices operate in accordance with standards and procedures agreed with the Executive Director (Resources).

Main Duties and Responsibilities

1. To manage the activities of the Council's Accountancy and Administration teams.
2. To manage the Budget Process, for both Revenue Budget and Capital Programme, and linkage to Medium Term Financial Strategy and Corporate/Service Plans.
3. To manage the production of the Council's annual (financial) report and Accounts, per statutory requirements and Codes of Practice.
4. To be responsible to the Executive Director (Resources) for Accountancy standards and practices.
5. To deputise for the Executive Director (Resources) as Section 151 Officer as required and in the provision of strategic advice to the Council.
6. To ensure a comprehensive Business Continuity Plan exists and can be effectively deployed to ensure critical service areas continue to operate as required including during any period of difficulty.
7. To ensure maintenance and development of the Services' computerised accountancy and other systems.
8. To ensure all statutory returns are made by the required deadlines.
9. To provide Chief Officers, Executive Directors and Section Managers with regular (e.g. monthly) current income/expenditure information.
10. To ensure that the Administration team performs efficiently in support of the other sections and teams located at Scaitcliffe House and across the Council including providing an effective Reception Service, post and distribution service, photocopying, cleaning and building management etc.
11. To be the Building Manager for Scaitcliffe House.
12. To ensure all income due to the Council is correctly identified and recorded in the Council's financial systems and recovered in a timely and efficient manner with the appropriate strategies and actions developed to deal with those that fail to pay on time.
13. Ensure the Council has appropriate safeguards in place to pay creditors accurately and in a timely manner.
14. To responsibly manage all budgets for the Sections.
15. To undertake all duties and responsibilities necessary for the efficient management of the service areas of responsibility.
16. To encourage and maintain lateral co-operation with the Department's various Divisions/Sections, thereby maximising the Department's and Resources Directorate's overall efficiency and effectiveness.
17. To attend and advise meetings of Council, Cabinet, Committees and Working Groups as required.
18. To ensure that all employees are employed to their full potential in accordance with the provisions of the Councils Learning and Development policy and within budgetary constraints.
19. To agree each year a set of priorities and performance indicators for the service and manage all resources to deliver against these plans.

20. To be responsible for applying and communicating Council priorities and compliance policies, e.g. relating to Health and Safety, Risk Assessment and Management, Equal Opportunities and Customer Care.
21. To deal with employees openly and fairly at all times and encourage mutual respect within teams.
22. To undertake Departmental/Corporate duties as required by the Executive Director (Resources) or the Chief Executive.

NB In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's Performance Development Review process. Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.

Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability, or an existing employee becomes unable to carry out the full range of duties due to a disability.

Person Specification

Personal Attributes (Based on Job Description)	Essential	Desirable	How Measured: Application Form (A) Interview (I) Test (T)
QUALIFICATIONS 1. CCAB Qualification. 2. Membership of relevant accountancy body and evidence of CPD. 3. Management Qualification (eg, Diploma in Management Studies, ILM Qualification).	✓ ✓ ✓		A / Proof A / Proof A / Proof
EXPERIENCE 3. At least three years' experience in financial management (preferably in a Local Authority). 4. Experience of managing, motivating and leading a team. 5. Experience of planning workloads and monitoring performance against targets. 6. Experience of the legislative and regulatory framework. 7. Experience of the production of annual statement of accounts in adherence with a strict timetable. 8. Experience of the production and development of a business wide budget setting process.	✓ ✓ ✓ ✓ ✓ ✓		A / I A / I A / I A / I / T A / I / T A / I
KNOWLEDGE/SKILLS/ABILITIES 1. Excellent leadership, staff management, interpersonal skills. 2. Well-developed oral and written communication skills.	✓ ✓		A / I A / I / T

3. Ability to lead, motivate and delegate.	✓		A / I
4. Ability to manage workload to achieve results.	✓		A / I
5. Project management skills.	✓		A / I
6. Proven ability to adopt a 'hands on approach'.	✓		A / I
7. Ability to provide clear advice on complex technical matters.	✓		A / I / T
8. Ability to maintain high standards of working papers and documentation.	✓		A / I
9. Ability to interpret and apply relevant professional guidance.	✓		A / I
ADDITIONAL REQUIREMENTS			
1. Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence).	✓		References
2. Flexible approach to working hours, including work outside office hours and attendance at evening meetings.	✓		A / I
3. Commitment to corporate working.	✓		A / I
4. Commitment to equal opportunities and customer care.	✓		A / I
5. Commitment to the principles of local democracy.	✓		A / I
OTHER			
1. This post is subject to a Basic Disclosure and Barring Service check.	✓		A/I



Hyndburn
Borough Council

**Make
a
difference**

Work for your
local council

**Together, we're
building an
ambitious and
sustainable future
for Hyndburn**