**Job Description and Person Specification Profile**

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| **Job Title** | Head Of Corporate Finance |
| **Job ID** | LH15 |
| **Service** | Financial Management |
| **Grade** | M |
| **Reporting to** | Assistant Director Of Finance |

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| **The Role** |
| This role will be a key member of the Directorate Leadership Team. The role will lead and develop a professional team in order to provide consistently high quality financial support and advice to ensure that the key outcomes of an efficient, effective and economic service are delivered.  **Main Duties and Responsibilities include:**   * To be a key member of the Finance directorate and service directorate leadership teams, helping them to develop and implement strategy and to resource and deliver the Council’s objectives sustainably and in the public interest. * To be actively involved in and able to bring influence on all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered and aligned with the Council’s financial strategy. * To lead on the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively. * To deliver and develop a finance function that is resilient, fit for purpose and continuously improving whilst aspiring to the highest standards of excellence and professionalism. * To lead and develop a small professional team and budget holders within the service area, establishing a plan with the objective of continuously improving financial management. This will include developing a performance management framework so that the quality of service provision by the team and the financial competency of budget holders can be measured. * To be personally responsible for taking all necessary steps to understand fully the strategic business needs of the service or area allocated to you and a general awareness of the whole of the Council business, in order to provide expert assistance to senior management in achieving value for money and business or service improvement.. * To co-ordinate the revenue budget, the capital budget, the Medium Term Financial Strategy, annual closure of accounts, and grant claim processes in accordance with the corporate procedure as advised by the Assistant Director of Finance. * To prepare timely and appropriate financial management information as required by the Assistant Director of Finance, the Section 151 officer, Executive Directors and Members of the Council. * To support the development of strategy, plans, policies, practices and procedures by being actively involved in the decision making steps of the Council. This includes taking the necessary action to become involved in partnership arrangements and actively representing the Council on external bodies. * To establish and maintain excellent working relationships with clients and partners and to develop effective external networks that are of value to the Financial Management Service and to the Council. * To establish networks, information sources and other external relationships that would enable the Council to be updated quickly and fully, particularly on matters that affect funding, and that would allow the Council the opportunity to shape Government decisions and policy. * To be responsible for maintaining any pooled funding and partnership aligned budgets, and/or multi-agency arrangements, ensuring the proper discharge of legal responsibilities, local and national governance arrangements, and proper accounting practices. * To be personally responsible for ensuring that you up to date with accounting and financial management guidance, best practice, and regulations, not only relevant to your area or service but also to the wider practice of the profession. * To continuously assess the effectiveness of business and accounting systems and to take, advise or persuade pro-active management action to ensure such systems are developed and maintained to meet the current and future needs of the business. * To establish and maintain an adequate Scheme of Delegation relevant to the service area in accordance with procedure and best practice. To assist and liaise with the Internal Audit Team to ensure that the relevant management are best advised on control and risk issues. * To promote good financial management practice, seek out and deliver ways of achieving value to the Council’s aims and objectives and to promote a positive image of the Financial Management Service, service directorates and the Council. * To provide formal training on a wide area of topics relevant to the job role, to officers, senior management, Members, partners and the public. * To monitor compliance with the Council Constitution and policies, the Scheme of Financial Delegation, legislation (section 151 of the Local Government Act 1972, section 114 of the Local Government Finance Act 1988, any other similar relevant legislation), accounting rules and best practice, and to bring any matter that would affect the Council’s financial performance to the immediate attention to the Assistant Director of Finance or the Section 151 officer. * The post holder will be subject to rotation for posts on the same pay band as required. * The post holder will be required to attend meetings, seminars, training courses within or outside the Borough as required. * To comply with all Council policies, procedures, professional practices and relevant regulation and legislation. * To respond to enquiries and requests for information and advice from both internal and external customers, positively promoting the service. * To work as part of a team with an ability to work independently within agreed guidelines * To deputise for the Assistant Director Of Finance as appropriate * To work flexibly when required at any administrative site within the borough including an element of unsocial hours.   The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post. |

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| **About You** |
| **Your essential qualifications**   * CCAB/CIMA Qualified Accountant with sustained membership   **Your essential skills, knowledge and experience**   * Management experience working at a senior level in a financial environment. * Extended experience of budget preparation and control, and closure of accounts in a large organisation * Experience of working successfully and effectively as part of a team and of formulating strategies, policies, objectives, and targets that deliver value for money and/or service improvement. * Experience of using performance management techniques to lead and motivate staff, and of developing a culture that has achieved a high level of performance and continuous service improvement * Detailed understanding and working knowledge of Local Government Finance law, best practice and related issues. * Up to date knowledge of relevant accounting practices. * Knowledge of specific developments and national policy relating to the service area * Ability to provide sound strategic financial advice and guidance to senior officers and Members of a large and complex political organisation * Ability to present complex financial information in a format easily understood by non-finance personnel * High level of organisational and analytical skills * Effective management and motivational skills * Ability to interpret quantitative and qualitative data and link to strategic decision making and planning * Ability to critically review and analyse business models, processes, practices and systems and to champion change to improve service quality and/or value for money * Ability to influence and negotiate successfully with a wide range of stakeholders and to secure positive outcomes * Ability to foster partnerships, work collaboratively across organisational boundaries and achieve performance and results through and with others. * Visible positive attitude to the role and its requirements * Commitment and determination for promoting culture changes required across the service area * Capable of forming positive working relationships with Members, colleagues and clients * Self Motivated * Ability to work without direct supervision   **If you have the following experience or qualifications – then that’s great!**   * Management qualification and related experience * Recent experience of working at a senior level in local government, or other large public or private organisation, particularly in an area relevant to the job role * Experience of Agresso financial management software |

**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

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| **What can you expect from us?**   * A fair salary and benefits * Opportunities for good health and wellbeing * Help you to grow, develop and to do your best * Enable you to be creative and innovative * Fully involve you in changes that affect you and your work * Listen, and act on your ideas and feedback   **Working together, we are proud to work for Tameside** |

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

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