## Unity Partnership Ltd

## Head of Finance and Commercial Operations

**PERSON SPECIFICATION**

|  | **Selection Criteria**  **(Essential)** | **Selection Criteria**  **(Desirable)** | **How Assessed** |
| --- | --- | --- | --- |
| **Education & Qualifications** | Degree in Accounting, Finance or related field.  Professional Accounting Qualification with at least 10 years post qualification experience.  Commitment to Continued Professional Development |  | Application Form  Interview  Certificates |
| **Experience** | At least 8 years’ experience of leading a finance function within an organisation and delivering an effective and successful finance service.  Significant experience of operating at a strategic level in a complex organisation with a wide range of service functions  Significant experience of Limited Company accounting, including P&L (£multi-million budgets) and Companies Act regulatory arrangements  Good understanding of Local Authority governance and finance; experience of working with Local Government officers and elected members  Commercial Experience - taking a commercial lead role on major projects; maximising  commercial opportunities and exploiting alternative delivery models  Proven track record of managing a financial service including leading, managing staff and corporate performance management  Experience of developing and implementing innovative solutions to reduce costs across an organisation and maximising service efficiency  Experience of analysing and understanding complex problems, arriving at solutions and being able to implement them and/or persuade others to adapt and implement them.  Development of robust business cases that clearly demonstrate change is required  Experience of delivering improvements to out-sourcing contracts on behalf of the public sector (including PFI and/or LIFT contracts) | Experience of advising and reporting to C level and Board level executives  Experience of management, technical accountancy and preparation of private limited company accounts (budgets in excess of £20m) – highly desirable  Contract management and dispute management – highly desirable | Application form  Interview |
| **Skills & Abilities** | **Strategic Thinking**  Ability to understand the challenges facing Company and Shareholder stakeholders in the short and medium term.  Ability to develop and articulate clear short, medium and long-term strategies focused on adding real value to our customers.  Using financial data to challenge the organisation and contribute to operational decision making  Commercial nous and thinking to identify opportunities and help guide / challenge service areas to maximise income  **Relationship Management**  Ability to develop effective relationships based on trust with external partners, particularly with Local Authority Leadership Team along with the provision of timely, insightful, accurate and unbiased advice.  Ability to effectively challenge policy proposals and consider alternative options where initial options sought may not be in the Company and its Shareholder’s best interests  Ability to challenge individuals and groups to deliver improvements to the quality, effectiveness and value for money of services.  **Leadership**  Working closely as a trusted member of the senior leadership team, supporting the COO to provide corporate leadership across the Company  Ability to identify, develop and manage talent effectively to help meet future resourcing needs: must have commitment to and be effective in coaching and developing staff and teams, to realise their full potential.  Holds high expectations of people and manages performance effectively leading by positive example.  Demonstrates highest level of integrity and communicating in a straightforward, truthful and candid way  **Personal Effectiveness**  Proficient in computer skills, particularly financial reporting software  Effective in report writing and briefings and presentations with the ability to apply these effectively to a variety of audiences including Shareholders, Board of Directors, Senior Leadership and staff.  Ability to present and write reports to wide range of audiences on highly complex financial and business issues.  Able to promote and use new technologies in improving services, and modernising working processes  High personal standards and integrity; organised and able to work to deadlines and plan ahead |  | Application form  Interview |
| **Knowledge** | Thorough understanding of issues facing local government, private companies, and their financial and regulatory requirements.  Understanding and sensitivity to political dimensions in developing and supporting activities and initiatives.  Knowledge of techniques to interrogate data to identify performance issues, insight and improvement opportunities.  Extensive knowledge of financial governance, systems and accounting procedures  Strong level of commercial knowledge, due diligence, contract management and risk |  | Application form  Interview |
| **Work Circumstances** | Must be prepared to work flexibly in order to meet deadlines and to attend evening meetings as required.  Must be able to work in a flexible manner, including at home, in office or at other business locations within Oldham Borough and Greater Manchester  Willingness to travel outside of Oldham for work on occasional basis if required (for meetings / conferences etc) |  | Application form  Interview |

**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **Job Title**: Head of Finance and Commercial Operations | | |
| **Directorate:** | Unity Partnership Ltd | **Division/Section:** Finance Department |
| **Salary Range**  £68000 - £75000 | | |

|  |
| --- |
| **Job Purpose:**  As the lead finance officer of the company take primary responsibility for executing the companys financial plans, managing the company's finances, including financial planning, management of financial risks, record-keeping, and financial reporting. Ensure appropriate quality assurance and correct corporate governance is in place and adhered to across the Company.  As the commercial lead officer, oversee all commercial activities of the Company maximising all opportunities for profit generation, implementing strategies to drive revenue and guiding service areas to develop income opportunities |

| **Key Tasks** |
| --- |
| Generic |
| To ensure the effective financial management of the Company and to maintain appropriate systems of financial control and reporting;  To provide leadership of the Company Financial & Commercial section;  To work with Service Heads to implement financial plans, provide advice and monitoring to help service areas achieve successful outcomes;  To ensure appropriate corporate controls, quality assurance, compliance and risk management is in place and adhered to;  To lead negotiations with Oldham Council in determining the prices paid for the various services the Company delivers to Oldham Council in order to maximise the objectives of both parties  To embed and ensure effective systems for target setting, performance monitoring and management arrangements are in place and to provide timely and direct intervention when necessary to sustain high standards of corporate, people and service based performance.  Ensure that innovative and creative approaches are applied to service development and delivery  To keep abreast of best practice and use this and benchmarking to help maintain situational awareness and assist in delivering best value.  To take an active role witin the Company’s leadership team in delivering efficiencies across the Company and in identifying savings for its shareholder.  To ensure effective quality assurance and corporate governance arrangements are in place across the Company.  To ensure effective commercial and risk management arrangements are in place across service areas and that all variable projects and programmes across the Company have appropriate commercial oversight  Through personal example, as part of the leadership team, provide staff with positive leadership, guidance, direction and motivation that harnesses the strengths and talents of individuals and promotes achievement of our expected aims and company culture.  To achieve maximum value for the Shareholder in ensuring its major out-sourced contracts (such as PFI contracts) are effectively managed and that appropriate contract obligations are being met. |

|  |
| --- |
| **Standard Duties:**   1. To actively promote the equalities and diversity agenda in the workplace and in service delivery. 2. To uphold and implement policies and procedures of the Company and its Shareholder including customer care and health and safety policies. 3. To undertake continuous professional development (CPD) and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures, and to ensure that relevant officers and managers of the Company are informed appropriately. 4. Undertake any additional duties commensurate with the level of the post. |

|  |
| --- |
| **Contacts:**  Colleagues within the Company, its partners and Shareholder Council (officers, staff and elected members), inspectors, suppliers, clients, banks, HMRC, Internal and external Audit, |

|  |
| --- |
| **Relationship to Other Posts within Unity Partnership:**  Responsible to: Chief Operating Officer  Responsible for: Management Accountant, Assistant Management Accountant, Trainee Accountant / Apprentice and the Quality Assurance, Performance & Governance Manager  Form part of the Company’s Leadership Team. |
|  |

|  |
| --- |
| **Special Conditions:** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 20.09.20 | Dominic Whelan | Chief Operating Officer |
| **Reviewed** |  |  |  |
| **Reviewed** |  |  |  |