

## Job Description

<b>Post Title:</b>	Deputy Head of Finance	<b>Grade:</b>	12
<b>Post No:</b>	CE2001		
<b>Directorate:</b>	Chief Executive	<b>Section:</b>	Finance
<b>Responsible to:</b>	Head of Finance	<b>Responsible for:</b>	See attached Structure Chart
<b>Location:</b>	Civic Centre, Poulton-le-Fylde		

<b>Overall Job Purpose:</b>
Acting as the Council's Deputy S151 Officer, to assist the Head of Finance in supporting and directing the finance function, helping the organisation to deliver its key objectives and to be responsible for promoting good financial management across the Council ensuring that public money is safeguarded and that resources are used appropriately, economically, efficiently and effectively.
<b>Key Tasks &amp; Responsibilities:</b>
<ol style="list-style-type: none"> <li>1. Responsible to the Head of Finance for the management and development of the Team in securing continuous improvement in service delivery.</li> <li>2. To deputise for the Head of Finance as necessary.</li> <li>3. To work with the Head of Finance to revise, develop and implement the Medium Term Financial Plan and the annual budgeting process.</li> <li>4. To assist on the development and regular monitoring of the efficiency programme to underpin sustainable long term financial health.</li> <li>5. Appraising and advising on commercial opportunities and financial targets ensuring compliance with regulatory requirements and procurement best practice.</li> <li>6. Providing professional advice and objective financial analysis enabling decision makers to take timely and informed business decisions.</li> <li>7. Support the evaluation of capital projects in accordance with the Council's Medium Term Financial Plan.</li> <li>8. Preparing timely management accounts allowing the monitoring and reporting of financial performance to relevant parties.</li> <li>9. Promoting Good Financial Management.</li> <li>10. Verification of the financial implications of proposals in relation to affordability and value for money thereby supporting decision makers in their role.</li> </ol>

11. Ensuring effective systems of internal control are implemented including Financial Regulations and Financial Procedures Rules and instructions to ensure compliance with codes of practice and secure probity are utilised.
12. Promoting arrangements to identify and manage key business risks, including safeguarding assets, risk mitigation and insurance and ensuring measures are implemented to prevent and detect fraud.
13. Ensuring arrangements are in place for cash and banking, treasury management, debt and cash flow with appropriate segregation of duties.
14. Ensuring arrangements are in place for the correct processing of invoices and payment of creditors centrally with appropriate segregation of duties.
15. To oversee the production of the Collection Fund Estimates and Year-End Accounting including the co-ordination of the year-end closedown process and the timely and accurate production of the Statement of Accounts to the prescribed deadlines.
16. Ensuring the council's financial software systems including the integrated financial ledger system and cash receipting system are maintained and administrated accurately.
17. To attend and advise meetings of Council, Cabinet, Committees and both Officer and Member Working Groups as appropriate.
18. Responsibility for preparing published budgets, annual accounts and consolidation data for government level consolidated accounts.
19. To liaise with the Council's Internal and External Auditors, contribute to a prompt and effective Estimates and Closure Programme and undertake all duties and responsibilities necessary for the efficient management of the Council's finances.
20. To lead the Team in supporting the Council's Management Structure at the highest level in the provision of Estimates and Final Accounts information as well as individually reporting to Directors and their Spending Officers in respect of their specific services.
21. Completion of grant claims, financial and statistical returns and other requests for financial information supporting Value for Money reviews or the continued improvement of services.
22. To assist in the preparation of reports for Cabinet, committees, panels and other relevant groups as required.
23. To keep abreast of the plans and actions of Central Government and other external agencies as required and determine the impact on Council policies and priorities.
24. To investigate, advise and implement changes in systems, procedures and policies in response to changes in legislation, regulations and recommended good practice, over a wide range of areas not just confined to Financial Services.
25. To recommend significant changes to the Organisation's Departmental/Service provision.

**Other**

26. All such other duties, functions and responsibilities as may be conducive, incidental, necessary or appropriate for the discharge of any of the foregoing specific responsibilities and duties.

**Corporate Responsibilities:**

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other

duties as are consistent with the job purpose and grade of post.

- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

**Special Conditions:**

**(e.g. week-end work, shift allowance, car/telephone allowance)**

- This is a politically restricted post.
- The council operates a strict non-smoking policy.
- You will be required to attend evening meetings.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

**This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.**

**Prepared by: Clare James**

**Date: November 2018**

**Post Holder Signature:**

**Date:**