

ROLE PURPOSE:

The purpose of the role is to manage a large, complex service area(s) to meet identified customer and community needs in the most efficient way. In doing so as a member of the Finance Management Team, to support the Director of Resources and Assurance in working with Members and officers to develop the vision and values for Herefordshire Council and to be responsible for the delivery of that vision through sound financial management in the Council.

ACCOUNTABILITIES SPECIFIC TO THIS ROLE

(Identify any project management responsibilities)

To be accountable for the preparation of the Medium Term Financial Strategy, Annual Budgets, and statutory financial returns to government, funding bodies, and internal and external auditors.

To be responsible for delivering a high quality and efficient financial services through a team of staff to support the Council in delivering its corporate aims and objectives, including the support of directorate and council wide initiatives to improve the service delivery, financial management and outcomes for the people of Herefordshire.

To be accountable for ensuring the Council maintains an appropriate Treasury Management Strategy.

To be responsible for ensuring that the councils short and long term liquidity and borrowings requirements are managed effectively.

To lead the Council's work to ensure Value for Money and to work with other Finance Directorate and Performance staff to ensure financial systems and processes support the achievement of excellent outcomes for governance and managing resources.

To be responsible for directing the finance service to be commercially aware, solution focussed and passionate about getting things right first time for our customers (internal and external)

Be a highly effective ambassador with a strong external profile to ensure effective engagement, company visibility and influence with key external stakeholders. Together with acting as advisor to Elected Members in respect of Medium Term Financial Planning / Strategy, Revenue Budgeting, Capital Strategy and Major Grants.

To communicate the financial policies and practices of the Council to all stakeholders – including Elected Members, senior and operational managers, and external bodies.

To be responsible for delivering projects, interventions and initiatives and develop policies in-line with Councils County plan and delivery plan.

To lead and drive continuous improvement in financial practices across the authority.

In liaison with Hoople Ltd, the Council's financial services provider, ensure timely production of management accounts and to ensure that effective, timely and efficient management accounting processes and procedures are in place to support budget holders, directorate and corporate reporting.

To be responsible for the creation and production of the revenue budget (£360m Gross) and Capital budget (£200m Gross) of the Council. In doing so, be responsible for the coordination of budget monitoring and savings monitoring reports for Cabinet, Directors, and senior managers, ensuring risk mitigation and facilitate directorate recovery plans where needed.

To be responsible for providing advice on major initiatives, partnership working, and land/development transactions, Private Finance Initiatives (PFI) and Public Private Partnerships (PPP) funding arrangements to ensure the appropriate mechanisms are in place and that the technical issues raised by the Local Government and Housing Act 1989 (as amended) are dealt with in a timely and appropriate way to safeguard the council's assets.

ACCOUNTABILITIES <ol style="list-style-type: none"> Design and deliver strategy and the agreed annual operating plan for service area(s), to meet service requirements established in line with the council's operating model and long-term priorities, focusing on the needs of the defined localities within Herefordshire across other functional areas. Influence strategy at the highest managerial level and translate the council's vision and its implications to the service area and other functions, ensuring systems, processes and teams are integrated and aligned to deliver. Ensure that all external factors are taken into consideration take advantage of opportunities and best practice to improve results. Ensure the effective implementation of strategies that are efficient, integrated and responsive to locality-based customer and in line with longer-term strategy. Plan, manage and monitor the use of available financial, physical and human resources, making efficiency savings and/or negotiating and securing additional resources where possible, to align the use of resources with the strategy for the overall service area . Provide advice, challenge and encouragement to others across the council and external organisations to establish high levels of ambition and insight in pursuit of sustained service excellence. Lead a multi-disciplinary service area(s) by setting high expectations of performance, dealing with poor performance effectively, and by being a role model for others. Deliver a coherent approach to talent management, staff development and training within the service area(s), and oversee its implementation, in order to drive performance improvement. Ensure that the service area(s) operates effectively to meet organisational strategies, in compliance with legislation, organisational policies and procedures, providing technical guidance and recommending changes/ improvements where appropriate. Influence and interact at a senior level internally (including with members) and within external organisations, representing and championing the range of services across functional areas, to develop new relationships that deliver shared objectives and increased investment in Herefordshire. Proactively identify service risks and issues, assess and decide the best course of action where there may not be a clear solution. This includes contributing to the council's strategy to ensure its ambitions are met. Manage performance and provide periodic reports on performance against the operating plan and progress on key result areas, making appropriate adjustments proactively. To act as the council's representative regionally and nationally for their service discipline. 	<table> <tr> <td colspan="2" data-bbox="1478 237 2783 947"> SKILLS, KNOWLEDGE & EXPERIENCE <ul style="list-style-type: none"> An experienced, influential leader with track record of managing complex and sizeable operations to deliver high quality public services. Self-sufficient, demonstrable expertise and significant record of achievement across a range of service areas. Proven experience of leading customer involvement initiatives and the use of market analysis approaches. Ability to think ahead and deliver long-term innovative approaches to service delivery and to establish service priorities. Strong organisational/'political' awareness and track record of successful service delivery within a broader perspective than own service area. Lead and implement successful change and implement corporate plan in own area. Good understanding of broader sector and emerging trends. 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STATUTORY DUTIES (service specific must be completed before the Role Profile is valid)

To act as Deputy Section 151 Officer supporting the Director of Resources and Assurance in carrying out the role of Section 151 Officer as defined under the Local Government Act 1972.

Post holder will need to be a member of CIPFA or CCAB or equivalent