

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Head of Finance	<b>Grade:</b> MG2-MG3
<b>Section:</b> Financial Management	<b>Directorate:</b> Resources
<b>Responsible to following manager:</b> Assistant Director (Financial Management)	<b>Responsible for following staff:</b>
<b>Post Number/s:</b> RWR0007/8/9/10/117	<b>Last review date:</b> March 2023

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

Performs statutory responsibilities on behalf of the Director of Finance.

Responsible for overseeing both routine and more complex financial control functions and providing technical financial support to all areas of the Councils.

Responsible for the strategic financial overview of the relevant department.

Actively participates in the decision making process through constructive financial advice to Members, Directors and service managers.

## **Specific Duties and Responsibilities**

Liaises with Directors and service managers, ensuring all major policy proposals have been properly financially evaluated, options and risks identified and fall within both Councils' financial policies and constraints.

Responsible for presenting an annual detailed revenue budget and capital programme, ensuring these accurately reflect the decisions and policies of the Councils. Monitors progress against these during the year, identifying significant variances and ensuring effective mechanisms of accounting and budgetary control.

Responsible for the strategic overview, provision and continuous review of the full range of finance responsibilities in relation to all aspects of major policy formulation and implementation for the department, including service reviews. Ensures Council procedures requiring pre-approval of sensitive proposals are followed. Responsible for the preparation of finance comments on Directors' Board, Leader's Meeting, Group, Committee, Cabinet and other reports.

Carries out investigations and prepares reports leading to changes in policy, appraisal of new developments, savings and reviews, new legislation and procedures, the achievability of proposals and the monitoring of a course of action.

Advises and supports Members, Directors and senior managers on all relevant service matters, including advising on legislative developments, making policy proposals, commenting on reports and attending Member meetings as required, thereby significantly impacting on service provision and future policy development.

Responsible for ensuring that all expenditure and income is properly accounted for in accordance with the Councils' accounting principles and CIPFA accounting codes of practice. Ensures accounting and budgeting structures are amended in light of revised accounting standards and formats. Attends on the Councils' auditors (both external and internal) for annual accounts audit, responsible for providing full working papers and reconciliations as required and to the agreed timetable and justifying accounting treatment where appropriate.

Responsible for supervising preparation of major claims to deadlines stipulated by the relevant government department or body. Responsible for ensuring that any grant conditions or time limits are enforced, income due received and the satisfactory audit of grant claims. Responsible for supervising preparation of other statistical returns and other information requests to the required deadlines.

Deputises for the Assistant Director (Financial Management) as and when required and assists on other groups within the Financial Management Division as directed, to provide flexible response to peak workloads.

Ensures that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.

Provides strategic and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.

### Progression to MG3

Responsible for financial supervision, advice and direction on financial policy matters relating to all matters falling under the terms of reference of that Committee.

Represents the Director of Finance at Overview and Scrutiny Committee/ Cabinet/ Scrutiny meetings as appropriate. Exercises signatory responsibility delegated by the Director of Finance for recommending or challenging on the basis of conformance of value for money proposals for delegated action under the relevant decision making procedure.

Responsible for ensuring the Shared Staffing Arrangement is accounted for correctly, in an equitable and accurate manner with each boroughs' accounts remaining sovereign.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

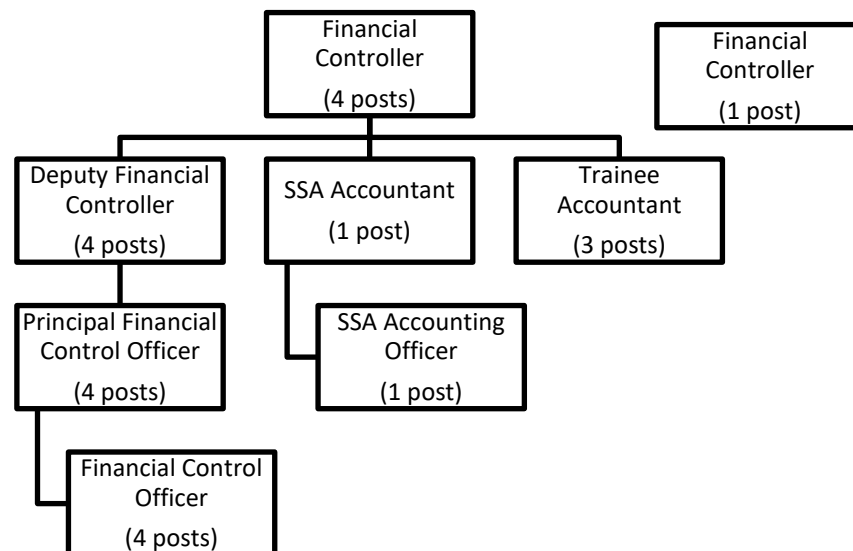
### Additional Information

Potential Line management responsibility for the following posts:

1x Deputy Financial Controller  
 1x Principal Financial Control Officer  
 1x Financial Control Officer  
*(plus for one post only):*  
 1x SSA Accountant  
 1x SSA Accounting Officer  
 3x Trainee Accountants

Attends evening meetings as appropriate.

### Team structure



## Person Specification

<b>Job Title:</b> Head of Finance	<b>Grade:</b> MG2-MG3
<b>Section:</b> Financial Management	<b>Directorate:</b> Resources
<b>Responsible to following manager:</b> Assistant Director (Financial Management)	<b>Responsible for following staff:</b>
<b>Post Number/s:</b> RWR0007/8/9/10/117	<b>Last review date:</b> March 2023

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Good understanding of legislation, accounting standards and accounting codes of practice governing local authority accounts and financial procedures with the ability to interpret complex issues and apply them	x		I/T
Knowledge and understanding of key strategic and policy issues relating to local government finance	x		I/T

Experience	Essential	Desirable	Assessed
Significant experience of successfully managing own workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting	x		A/I/T
Experience of working with financial systems, including developing business user reports in the context of financial management	x		A/I/T
Experience of successfully leading or managing high-performing teams of staff		x	A/I/T
Experience in speaking at high level meetings which may require immediate response without notice on matters relying on broad experience and requiring ad hoc professional advice	x		A/I/T
Experience of coordinating and delivering a major project		x	A/I/T
Skills	Essential	Desirable	Assessed
Ability to identify issues and options and to anticipate risks when undertaking financial evaluations	x		I/T
Good interpersonal skills to liaise with Directors, external auditors, service managers and Members. Effective in communicating and asserting financial issues with the ability to simplify and present complex financial issues and both clear and concise report drafting skills	x		I/T
Meticulous approach/ working papers for dealing with complex tasks and high value transactions	x		I/T
Qualifications	Essential	Desirable	Assessed
CCAB qualified or equivalent	x		C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**