

## Role Profile

<b>Job Title:</b>	<b>Assistant Director, Finance Business Partnering</b>	<b>Grade:</b>	<b>CB2</b>
<b>Department:</b>	<b>Finance</b>	<b>Post no:</b>	<b>TBC</b>
<b>Directorate:</b>	<b>Resources</b>	<b>Location:</b>	<b>Perceval House (Hybrid)</b>

<b>Role reports to:</b>	<b>Deputy Director, Finance (Deputy Section 151 Officer)</b>
<b>Direct Reports:</b>	<p>4 Finance Managers:</p> <ul style="list-style-type: none"> <li>• Finance Manager, Adults and Public Health</li> <li>• Finance Manager, Children's and Education</li> <li>• Finance Manager, Environment &amp; Housing and Economy &amp; Sustainability</li> <li>• Finance Manager, Corporate Services and Projects</li> </ul>
<b>Indirect Reports:</b>	All staff in Finance Business Partnering

*This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.*

## JOB DESCRIPTION

### PURPOSE OF ROLE:

Working with the Strategic Director, Resources and Deputy Director, Finance and the Assistant Director, Assistant Director Strategic and Corporate Finance to promote sound financial management and financial sustainability and transparency to meet the council's fiduciary responsibility to residents and maintaining their confidence and trust in the council:

- developing, implementing and monitoring the council's medium-term financial strategy (MTFS), annual revenue budget and capital programme
- ensuring the council implements robust financial systems, processes and controls to maintain the accuracy and integrity of the council's accounts and financial reporting arrangements
- providing professional financial and technical advice to senior leaders
- leading and motivating a valued professional technical finance team and service, providing vision and strategic direction, promoting professional development and continuous improvement

### **KEY ACCOUNTABILITIES:**

- To work with services to support the setting of the council's annual budget and MTFS for the General Fund and Housing Revenue Account (HRA) and capital programme, supporting the identification and analysis of pressures and savings opportunities
- To lead and coordinate the prompt and timely submission of directorate financial monitoring to Directorate DMTs and to Strategic and Corporate Finance to enable full and transparent corporate reporting
- Lead delivery of high-quality professional financial advice and customer-focused business partnering to directorates to enable, support and challenge the effective delivery of the business and change, to enhance the competency of budget holders and to promote best practice, sound financial governance, and value for money
- Provide financial advice, ideas, support and challenge to Strategic Directors and their Directorate Management Teams as a trusted advisor and help shape and influence service decisions to ensure value for money
- Support the development and delivery of new initiatives and capital schemes ensuring costs and benefits, opportunities and risks are identified and evaluated through robust appraisal and monitoring
- Ensure the timely and accurate completion of grant returns, undertaking quality assurance and verification before certification by the Strategic Director, Resources
- Work with services to ensure the finance business partnering service prepare accurate and timely information for accounts closure to support delivery of the statement of accounts in line with statutory timetables
- Support effective and evidence-based decision making through provision of financial advice on all decision reports and advise the Strategic Director, Resources of financial risks, escalating any issues in a timely manner whilst seeking to find resolutions and managing any conflict which may arise
- Work closely with the Assistant Director, Finance Business Partnering to improve the culture of financial management, accountability and responsibility within budget managers through provision of timely instructions, advice, support and challenge
- Develop, maintain, and lead an appropriately resourced, skilled and high performing service that exemplifies a collaborative, enabling culture and promotes the council's values and behaviours
- Deputise for and represent the Deputy Director, Finance as necessary

### **KEY PERFORMANCE INDICATORS:**

- Delivery of a balanced budget and sustainable MTFS
- Accurate and timely financial management accounts and closure of the statutory statement of accounts
- (Internal) customer satisfaction of finance support
- Effective resource and budget management as budget manager

## **KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):**

### **Internal**

- Strategic Director, Resources (Section 151 Officer)
- Chief Executive
- Strategic Directors and their Departmental Management Teams
- Assistant Director, Strategic and Corporate Finance
- Finance Department Management Team
- Cabinet Member for Inclusive Economy

### **External**

- All relevant partner organisations for whom and with whom the council does business including NHS organisations and other local authorities
- Regional or national networks
- Other key advisers such as legal advisers and consultants

## **AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):**

- As set out in the Constitution and Scheme of Delegated Powers
- For all aspects of people management including effective recruitment, induction, employee relations, performance management, disciplinary and grievance matters
- For policy development and implementation subject to Strategic Director, Resources, SLT and Member approval as appropriate
- To oversee/monitor and challenge finance service budgets
- Deputise for section Strategic Director of Resources (Section 151 Officer)

## **Responsible for oversight/ reporting of:**

- Net service budgets of c£285m
- HRA expenditure c£90m
- Council capital programme c£1.3bn

## Person Specification

### **ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES**

- 1) Expert knowledge and understanding of legislation, accounting standards and accounting codes of practice governing local authority accounts and other local government finance legislation and requirements
- 2) Expert understanding and experience of current challenges and opportunities in Local Government and experience of leading finance teams to enable support for services
- 3) Experience of strategic financial management, business partnering and improvement across diverse services
- 4) Experience of providing strategic financial advice to senior management and members
- 5) A creative thinker and innovator who is also pragmatic, practical, professional, and straightforward in delivering solutions and financial advice
- 6) A persuasive and effective influencer who can build and maintain strong working relationships across the council to develop a corporate understanding of the financial strategy, risks and opportunities and the council's response to financial challenges
- 7) An assertive and considered communicator, with excellent written and oral presentation skills enabling complex/ technical information to be understood by non-financial officers and members
- 8) Proven ability to prioritise, make decisions and provide clear leadership for staff, including the establishment and maintenance of a performance management culture
- 9) Strong analytical skills to support evidence-based decision-making
- 10) Ability to constructively challenge service leads and achieve a balance between understanding and supporting services and delivering on corporate financial priorities

### **ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION**

- 1) CIPFA, CCAB or CIMA qualification
- 2) Evidence of continuous professional development
- 3) Significant experience of working within or with the public sector and influencing at a senior level.
- 4) Significant experience at leading, inspiring, and developing a professional team which is customer focused driven by excellence, and continuous improvement

5) Significant experience of working effectively in a complex political environment, and exercising balanced political judgment

## Values & Behaviours

Improving Lives for Residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place</li> <li>• Can see and appreciate things from a resident point of view</li> <li>• Understands what people want and need</li> <li>• Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>• Does what they say they'll do on time</li> <li>• Is open and honest</li> <li>• Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships</li> <li>• Offers to share knowledge and ideas</li> <li>• Challenges constructively and respectfully listens to feedback</li> <li>• Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost</li> <li>• Brings in ideas from outside to improve performance</li> <li>• Takes calculated risks to improve outcomes</li> <li>• Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making</li> <li>• Makes things happen</li> <li>• Acts on feedback to improve performance</li> <li>• Works to high standards</li> </ul>