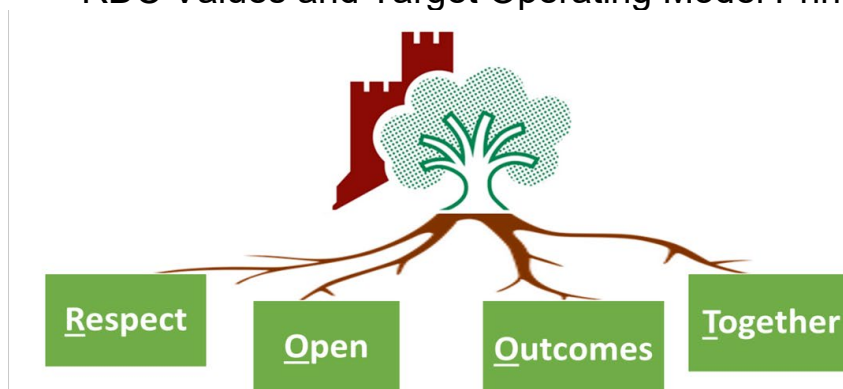


JOB DESCRIPTION

POST TITLE	Head of Service – Financial Services (deputy s151)
DIRECTORATE	Deputy Chief Executive (S151 Officer)
SERVICE	Finance
POST NUMBER	TBC
POST GRADE	MG2
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Deputy Chief Executive
RESPONSIBLE FOR	c35 FTE Service staff
JOB PURPOSE	<p>To lead the development and delivery of RDC strategies ensuring the service contributes to objectives set out in the Council Plan, and complies with RDC Policies, procedures and processes. To work collaboratively with the Corporate Leadership Team and with Members demonstrating RDC values and Target Operating Model principles, influencing across the organisation and region. Leading services in this portfolio including:</p> <ul style="list-style-type: none"> • Financial Services • Revenues & Benefits • Procurement (East Sussex Procurement Hub) - client • Cashiers • Grants processing • Sundry Debts

RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

MAIN AREAS OF WORK	
1	To provide expert technical advice to Officers and Members on complex financial matters, and to attend Council meetings and working parties as required. Represent the Council at external meetings at national, regional and local level, working with Partner organisations in delivery of services
2	To contribute to the leadership of the organisation, developing strategy and collaborating as a member of its Corporate Leadership Team
3	To lead on the management of Services being provided to other Authorities and Organisations, through partnerships and Shared Services
4	To review the work of the Service and its statutory obligations, objectives, staffing and resourcing. To make recommendations of effectual solutions to the Management Team following the principles of change management
5	To have overall co-ordination of the Service activities to ensure that Council policies, strategies and priorities are followed. Embracing corporate risk and performance management principles and to ensure continuous improvement
6	To recruit, lead, manage, motivate and develop the staff working in the Service area to ensure efficient achievement of the Council's objectives
7	To ensure that financial standards and statutory obligations are adhered to and are in accordance with the Constitution and Financial Procedures. To lead on technical accounting matters, including closure of the accounts. To lead on the budget process.
8	To be a member of the Civil Emergency Team and hold specific related responsibilities which may vary on occasion
9	To act as a Manager in respect of the implementation of the Council's Health and Safety Policy.
10	To undertake any other duties for which the post holder is competent which the Directors considers necessary for the effective and efficient delivery of the Council's services

Colleagues are expected to demonstrate our Values and Behaviours -

RDC Value	Behaviour	Description
Respect	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
Open	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
Outcomes	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
Together	Communicates	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

PERSON SPECIFICATION

POST TITLE	Head of Service – Financial Services	
DIRECTORATE	Deputy Chief Executive (S151 Officer)	
SERVICE	Finance	
POST GRADE	MG2	
	Essential	Desirable
Qualifications		
Qualified Accountant	X	
Evidence of personal commitment to CPD	X	
Management qualification		X
Experience		
Substantial senior level experience of professional accountancy advice to senior officers and members	X	
Driving innovation and change in organisations	X	
Working in a multi-agency/multi discipline environment	X	
Leading the accounts closedown process	X	
Leading the budget process	X	
Track record in partnership working	X	
Staff management	X	
Managing projects		X
Managing large contracts	X	
Evidence of developing and implementing strategies	X	
Skills and Abilities		
Excellent interpersonal skills	X	
Ability to effectively communicate complex financial matters and influence at a senior level	X	
Understanding of partnership working	X	
Negotiation skills	X	
Ability to work with and influence internal and external customers	X	
Ability to work under pressure and deal with unforeseen and urgent demands	X	
Understanding specification and contract management		X
Training		
MS Office	X	
Project management		X
Management and leadership skills	X	
Knowledge		
Local government finance framework and context	X	
Performance management and management by results	X	
Knowledge of the Rother region		X

July 2024