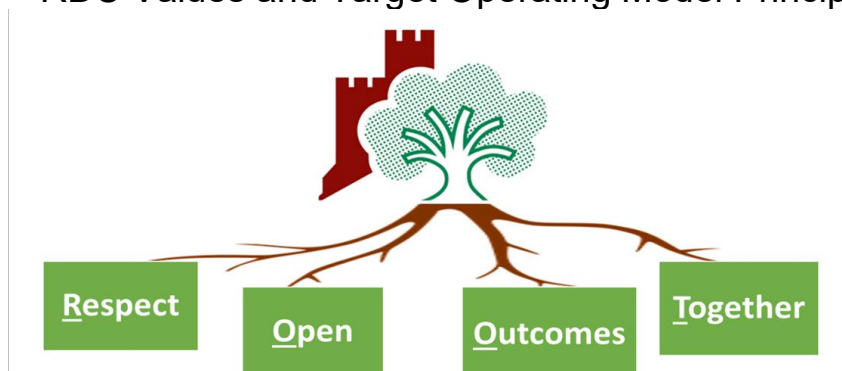


JOB DESCRIPTION



DIRECTORATE	Deputy Chief Executive Officer (DCEO)
SERVICE	Corporate Development Team (CDT)
POST NUMBER	TBA
POST TITLE	Development Deputy Finance Manager
POST GRADE	Principal Officer Grade PO1
CONDITIONS OF SERVICE	NJC for Local Government Services Conditions of Service as amended locally
RESPONSIBLE TO	Development Finance Manager
RESPONSIBLE FOR	N/A
JOB PURPOSE	The purpose of the Development Deputy Finance Manager (DDFM) is to support the Development Finance Manager (DFM) to manage and monitor the finances of the Council's Development Programme and wider Capital Programme in accordance with the parameters set by Cabinet and the Corporate Programme Board. Setting and implementing appropriate strategies to achieve the target or required outcomes. The role will provide day-to-day support with the oversight and management of the Development Programme finances, collating and monitoring these reporting back to the DFM and supporting with the year-end capital closedown process.

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	Support the DFM with undertaking financial capital project appraisals for Heads of Services and participate in project meetings.
2	Provide financial advice to Heads of Service and budget holders on capital programme projects. Work effectively with them to achieve successful completion of projects.
3	Support the DFM to produce detailed annual and five-year capital budgets and assess and provide input to revenue budgets where they have revenue implications.
4	Monitor capital spending and income during the year and support the DFM to prepare monthly reports to the Chief Finance Officer (CFO) and budget holders.
5	To complete all external capital grant funding returns and monitoring regimes with support from the Development Programme Manager and wider Development team.
6	Support the DFM to prepare information for inclusion in reports to Committee, Boards and Senior Leadership Team.
7	Support the DFM with all tasks associated with capital accounting closedown of accounts including but not limited to: review capital spend for capitalisation, account for capital financing, liaise with external valuers for revaluation purposes, deal with external auditors regarding capital accounting etc.
8	Working in collaboration with internal and external stakeholders to help deliver better outcomes, including liaison with the wider finance team.
9	Peruse Council and Committee Minutes and Agenda for relevant items and carry out any necessary action as required.
10	When required and as part of flexible working – to work within other Services and Directorates in support of the Council’s overall objectives and projects
11	Co-operate with Managers in implementing the Council’s Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council’s Health and Safety Manual
12	To undertake any other duties for which the post holder is competent and which the Head of Service considers necessary for the effective and efficient delivery of the Service

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

<u>I</u>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	Development Deputy Finance Manager	
DIRECTORATE	Deputy Chief Executive Officer (DCEO)	
SERVICE	Corporate Development Team (CDT)	
POST GRADE	PO1	
	Essential	Desirable
Qualifications		
Qualified CCAB Accountant, preferably CIPFA		X
Educated to degree level or equivalent		X
Qualified AAT or equivalent Accountant	X	
Experience		
1 years post qualification experience or 3 years practical experience, preferably in local government finance environment	X	
Experience of managing complex multi-faceted projects to time and budget	X	
Experience of working with large financial systems	X	
Understanding of the systems and processes that are required in the delivery of schemes in a local government /public funding environment and essential for effective project management and delivery		X
Experience of appraising, monitoring and accounting for complex capital projects	X	
Considerable budget/ financial management experience	X	
Experience of working collaboratively, leading partnerships across a range of stakeholders		X
Politically astute, with experience and understanding of operating within a political environment		X
Developing complex spreadsheets	X	
Skills and Abilities		
Good IT skills including Excel, Word and Microsoft Outlook	X	
Strong analytical skills	X	
Ability to understand and interpret regulations and legislation	X	
Ability to communication financial information to non-financial audiences	X	
Training		
IT (MS Office) – Excel, Word, Outlook	X	
Large financial systems	X	
Knowledge		
Understanding of local authority functions and responsibilities		X
Understanding of key issues facing local government		X

Working knowledge of the local government capital accounting requirements, particularly in relation to year-end		X
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January 2024

Development Deputy Finance Manager

1. Purpose

The purpose of the Development Deputy Finance Manager (DDFM) is to support the Development Finance Manager (DFM) to manage and monitor the finances of the Council's Development Programme and wider Capital Programme in accordance with the parameters set by Cabinet and the Corporate Programme Board, setting and implementing appropriate strategies to achieve the target or required outcomes. The role will provide day-to-day support with the oversight and management of the Development Programme and wider Capital Programme finances, collating and monitoring these reporting back to the DFM.

The role is also responsible for supporting the DFM with the year-end capital closedown process to ensure that the Council's accounts can be closed in a timely manner.

2. Roles and Responsibilities

The DDFM has responsibility to the DFM for the day-to-day support of the financial management of the Development Programme and wider Capital Programme.

The DDFM will:

- Work closely with the Development Finance Manager (DFM) and the Development Programme Manager (DPM) to ensure programme finances are reported and consolidated into a consistent reporting format.
- Work closely with the DFM in relation to the overall Capital Programme finance position.
- Provide financial advice on individual projects and the overall Programme.
- Ensure robust commercial management and planning to maximise the use and effectiveness of the Council's financial resources.
- Include an objective assessment of alternative choices, decisions, their implications and, where appropriate, make recommendations for a specific decision or action.
- Have delegated authority to make decisions, issue instructions and authorise expenditure within the scope of the approved Project Brief, Business Plan and Budget.
- Act within the parameters and scope of this document, Cabinet approvals, and as instructed by the Corporate Programme Board and Senior Leadership Team.
- Shall always act in the best interests of the Development Programme.
- Support the DFM to keep the Corporate Programme Board updated with progress, providing regular Project updates – delivered at Programme Board Meetings or otherwise by agreement.
- Where competing requirements arise, the DDFM shall refer to the DFM to clarify the priority, setting out the implications for each requirement or course of action.
- Where appropriate, make a recommendation to the DFM for a certain decision or outcome based on their understanding and overall Project requirements.

3. Delegated Responsibility

N/A

Decision-making

The DFM can make the following decisions (all so long as within the approved parameters):

- Placing orders (within Contract Standing Orders)