Nottinghamshire County Council

Job Description

Title	***Department:***	***Post Ref***
Head of Financial Services	**Strategic & Enabling Services Department**	**Add Ref**

Job Purpose

The Group Manager of Financial Services is responsible for the delivery of all aspects of financial management and in supporting the Director Finance & Investment in the development of all aspects of financial strategy within the Council and is expected to operate at a strategic level.

Key Responsibilities

1. Lead the development of financial strategies that will promote effective decision making regarding the use of the Council's financial resources and are an integral part of the strategic direction.

2. Support the Director Finance & Investment in the discharge of their role as Chief Finance Officer as set out in Section 151 of the Local Government Act 1972.

3. Develop and maintain effective working relationships with members, officers and external parties.

4. Ensure, in all activities, the services make decisions in the knowledge of the impact those decisions will have financially on the Council.

5. Provide strategic advice and direction to Corporate Leadership Team, elected members and senior officers on financial strategies, policy, standards and practices.

6. Support the Director Finance & Investment on the overall management of the Council's finances, including responsibility for maintaining the Council's Medium Term Financial Strategy and establishing the Council's Annual Budget.

7. To provide a high quality, consistent and customer oriented monthly financial monitoring and reporting process for all Service Areas, for both Revenue and Capital expenditure.

Key Accountabilities

1. Discharge the function of the Council's Deputy Section 151 Officer in support of the Director Finance & Investment in the discharge of their role as Chief Finance Officer as set out in Section 151 of the Local Government Act 1972.

2. Lead the Council's strategic financial planning and budget setting process putting strategies and tools in place to ensure that benefits are maximised in relation to Use of Resources and Value for Money.

3. Formulate, maintain and develop the long-term financial model based on NCC's strategic plans, taking into account variables in terms of risks and uncertainties to determine ranges of potential outcomes.

4. Lead the delivery of effective systems of internal controls and assurance processes to ensure probity and transparency in the spending of public funds, and ensure the Council has a well-developed set of financial controls and financial policies supported and monitored by Audit.

5. Responsible for setting and maintaining all required financial policies, practices, budgetary disciplines, regulations, accounting requirements and performance standards.

6. Ensure that systems are in place so that the organisation is properly governed in terms of financial transactions, financial reporting, financial performance, financial planning and in

8. Deliver the Council's statutory reporting requirements, including the Statement of Accounts, on time and to the required standard.

9. Deliver effective systems of internal control and establish a framework of accounting policy and standards that ensures the Council maintains the highest standards of governance in all its decision making and operations.

10. To lead on any project or programme as agreed by the Director Finance & Investment.

securing value for money. Ensure effective audit is achieved with the External Auditor, Internal Audit and partner auditors.

7. Lead the development of financial planning across the Council's services, provide expert advice on plans, monitor performance and propose remedial action as required. To be responsible for preparing NCC financial plans and budgets and influencing NCC senior decision makers to produce balanced performance across the Council to achieve its strategic objectives.

8. Ensure the provision across the Council of effective, timely and accurate financial performance information on a regular and consistent basis to enable achievement of underlying business objectives. Provide expert advice on interpreting the information, risks and forecasts.

9. Take the lead finance role on current and future capital investment plans. Ensure robust arrangements are in place for financial management of the Council's Capital Programme.

10. Support the Service Director Finance & Investment on their overall responsibility for the management of the Nottinghamshire LGPS.

11. Take the lead finance role in the financial development and evaluation of all business cases, identifying and quantifying all costs and benefits and testing the underlying assumptions

12. Monitor the Council's performance against the financial strategy including an evaluation of reserves, contingencies and risks and propose corrective action to ensure financial targets are met, considering the wider issues of performance management.

13. Taking decisive action and reporting issues where unforeseen events impact on service delivery targets.

	14. Leading the development of the Council's approach to Commercial Development. 15. Staff performance within the services managed. 16. Delivering services within the allocated budget. 17. Providing data about customers and the operating environment. 18. Meeting statutory or regulatory standards that apply to the services managed.
The post holder will perform any duty or task that is appropriate for the role described	
Person Specification	
Education and Knowledge 1. Full CCAB qualification 2. Relevant Treasury Management/Pensions Qualification (Desirable) 3. Significant Post Qualification Experience, preferably gained in a corporate accounting role. 4. Evidence of continuous professional development 5. Extensive knowledge & understanding of strategic financial management and financial frameworks in a local government setting. 6. Financial planning and management in a large, complex, customer focussed organisation.	***Leadership and Management Skills*** 1. A high level of personal drive and integrity and an understanding of how their personal leadership style impacts on service outcomes. 2. Strong interpersonal skills enabling the post holder to provide purpose and direction to others in a changing environment to ensure effective engagement with customers, staff and other key stakeholders. 3. Acumen and judgement to successfully operate in a politically dynamic, complex and cross cutting environment 4. Ability to make decisions and solve problems in a changing and complex service environment, involving planning solutions and prioritising personal and service resources

7. A detailed understanding of local authority pensions and treasury management. 8. Developing and managing world class financial management systems 9. A comprehensive knowledge of local government finance, capital and revenue accounting, accountancy standards and regulations pertaining to statutory accounting requirements.	5. Ability to meet agreed broad service objectives and delivery targets through the organisation of human, physical and financial resources. 6. Ability to listen and respond to the needs of our customers and set a personally high standard of customer service 7. Ability to challenge the way we work and to find creative and innovative solutions. 8. Demonstrates fairness and equality in the treatment of customers and staff.
Experience 1. A proven track record in financial management at a senior level, including development of financial strategies, budgets and final accounts. 2. Substantial experience of providing corporate financial management support, desirably gained in an upper tier local authority. 3. Financial planning and management in a large, complex, customer focussed organisation. 4. Providing strategic financial advice at board level 5. Engaging and working with the most senior management teams to achieve strategic outcomes. 6. Significant experience of working in a political environment and advising/supporting Elected Members. 7. Developing and managing world class financial management systems. 8. Experience of Local Government Pensions & Treasury Management.	

9. Experience of VAT and Partial exemption calculation. 10. Experience in operating and using computerised accounting systems. 11. Identifying and delivering innovative and effective means of financing the delivery of large-scale services 12. Inspiring and motivating staff & colleagues, setting targets and goals for the delivery of services. 13. Leading and influencing at the most senior management level across NCC to achieve strategic outcomes.	

Role Dimensions

1. The post-holder will have direct responsibility for all Financial Services, which provides dedicated financial management support to the County Council' main service Departments and leads on the maintenance and development of the authority's corporate accounting processes, in particular the Medium-Term Financial Strategy, the production of the statutory accounts and the specialist finance and accounting functions.

2. The post-holder will be the nominated Deputy S151 officer.

3. The post holder will support the S151 Officer in the exercise of their statutory functions and will also act as the day to day contact with the Finance staff in the Business Support Centre, to ensure that the core financial systems and processes are robust. The post-holder will be required to be customer and performance focused.

4. The Financial Services team will be responsible for:

    - The maintenance and development of the County Council's Medium Term Financial Strategy and the co-ordination of the County Council's annual budget and capital programme
    - The production of the statutory year end accounts
    - Supporting the provision of Treasury Management and Pensions Investment
    - Supporting the development of budgets and the maintenance and development of financial monitoring/month end reporting procedures
    - Offering financial advice and commentary, and producing financial reports
    - Ensuring that financial implications of decisions are understood and incorporated into appropriate reports

- Developing financial management capacity and capability in departments (e.g. through providing financial training to budget managers)
- Developing service costing models
- Carrying out service and investment appraisals
- Connecting strategic financial information with day-to-day management information

5. The post operates within the financial policies and procedures of the County Council, particularly Financial Regulations.

6. The post is responsible for operating within the standards of probity and professionalism determined by the CCAB and member organisations.

7. Lead and manage the Financial Services Group, managing expenditure of £3.6m and 59.05 fte.

July 2026