

<b>Role Title</b>	<b>Strategic Finance Advisor - Housing</b>
<b>Team</b>	<b>Finance &amp; Accountancy Housing</b>
<b>Job Family</b>	<b>Finance</b>
<b>Competency Level</b>	<b>Senior Manager</b>
<b>Pay Scale</b>	<b>PO12 - £68,568 to £74,433 per annum</b>
<p><b>Purpose</b></p> <p>To lead, plan, develop and deliver an expert professional service within the Housing service area. To support the development, management and delivery of Council services. Manage staff responsible for service delivery / support within the service area. To ensure the Council maximises service outcomes in relation to cost.</p> <p>To provide high-level expert, professional, technical and financial advice to senior officers and Councillors to ensure that the Council's financial resources in Housing are managed effectively</p>	

<b>Generic Accountabilities</b>	<b>End Results/ Outcomes</b>
<ul style="list-style-type: none"> <li>Plan and ensure service delivery within a complex / diverse service area. Control operational activities within the service area and ensure professional standards are delivered.</li> </ul>	<ul style="list-style-type: none"> <li>The service is delivered to the quality, Council, professional and legislative standards required.</li> <li>Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice and legislative requirements.</li> <li>Corporate strategies are effectively implemented within area of responsibility.</li> <li>External inspections are managed effectively.</li> <li>Service delivers excellent customer service.</li> </ul>
<ul style="list-style-type: none"> <li>Manage responses to complex professional or politically sensitive issues within the area of responsibility.</li> <li>Manage key relationships with delivery partners /providers /suppliers to commission / manage / evaluate / enhance appropriate service delivery / capacity within area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Expert opinion, advice, supports and interpretation is provided on all aspects of the area of responsibility, including major decisions.</li> <li>Major issues are managed through to a satisfactory conclusion.</li> <li>Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.</li> <li>Customer outcomes are clearly understood and specified.</li> <li>Services / goods are delivered on time, to budget and standards agreed.</li> <li>Opportunities to improve delivery / capacity of provision are proactively identified and actioned.</li> <li>Suppliers and supply chains are resilient and adaptable to meet changing needs.</li> <li>Expected operational efficiencies are realised.</li> </ul>

<ul style="list-style-type: none"> <li>Develops service plans to meet strategic business goals. Ensure compliance with all internal and external standards.</li> </ul>	<ul style="list-style-type: none"> <li>Service plan and targets for area of responsibility are developed from Council's overall strategic directives and agreed and communicated within required timeframe.</li> <li>Strategic and operational input is provided to wider business planning and development.</li> <li>Progress against objectives is effectively monitored and delivered.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure the development and delivery of continuous improvements in all aspects of the service.</li> </ul>	<ul style="list-style-type: none"> <li>Improvements are developed and delivered effectively.</li> <li>Stakeholder requirements are met.</li> </ul>
<ul style="list-style-type: none"> <li>Lead, motivate and develop staff to create and maintain a highly competent and participative workforce.</li> </ul>	<ul style="list-style-type: none"> <li>The team is highly competent, effective, motivated and outcomes focussed.</li> <li>Recruitment, induction, development, performance reviews, employee relations and all HR processes and planning is completed to the required standards and timescales.</li> <li>Effective team meetings take place to required timescales.</li> </ul>
<ul style="list-style-type: none"> <li>Identify, secure, deploy and manage the resources necessary for the professional service area to meet/exceed its objectives.</li> </ul>	<ul style="list-style-type: none"> <li>Resources including, equipment, people, and systems are utilised optimally and efficiently.</li> <li>Annual budget is planned, developed and delivered. Value for money is maximised.</li> <li>Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained.</li> </ul>	<ul style="list-style-type: none"> <li>Safeguarding standards are monitored and maintained in compliance with Council policy.</li> <li>Appropriate safeguarding training is provided.</li> </ul>
<ul style="list-style-type: none"> <li>Implement a risk management programme and advise on issues affecting Council service areas.</li> </ul>	<ul style="list-style-type: none"> <li>Business threatening situations are recognised, planned for and managed or escalated as appropriate.</li> <li>Systems and governance are in place to and respond promptly to critical events.</li> <li>Continuous service is provided.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure the successful implementation of health and safety legislation, policies and practices.</li> </ul>	<ul style="list-style-type: none"> <li>Risks to staff and others are assessed and managed.</li> <li>Suitable health and safety instruction and training are provided.</li> <li>There is a safe working environment.</li> </ul>

Job Specific Accountabilities:	
<ul style="list-style-type: none"> <li>To be responsible for an effective financial function to the Housing service by:</li> </ul>	<ul style="list-style-type: none"> <li>Supporting the formulation of the Councils' Medium Term Finance Strategy, and leading on the HRA Business Plan and Housing Strategy.</li> <li>Performance managing staff within the team</li> <li>Providing high-level advice and support to the Council, its committees, councillors and senior managers including training and financial implications of legislation.</li> <li>Working with Directors, Senior Managers and Cost Centre Managers to ensure that all financial resources are used in the most cost effective way to meet the Council's priorities and improve devolved financial management within the Council</li> <li>Ensuring that legislative requirements, corporate objectives and value for money are achieved</li> <li>Promoting and implementing the Council's risk management strategy and Anti-fraud strategy</li> <li>Playing a major role with short, medium and long term financial planning and estimate process</li> <li>Providing financial modelling, analysis and statistical analysis</li> <li>Providing regular budget monitoring data and reports</li> <li>Providing reports and correspondence</li> <li>Undertaking special projects, technical and statistical financial work as required including option appraisals and financial modelling</li> <li>Providing a finance presence to projects as required</li> <li>Representing the Team, Directorate and Council at meetings as directed</li> </ul>
<ul style="list-style-type: none"> <li>To contribute to the formulation of the Council's financial policies and strategies including:</li> </ul>	<ul style="list-style-type: none"> <li>Responsibility for the implementation of and compliance with the Council's overall regulatory framework and advising senior managers on changes within their Service area.</li> <li>Identifying the national and local economic trends and best practice within financial management and assessing the impact upon the Council, bringing forward innovative recommendation for the on-going enhancement of effective corporate and operational financial management strategies, policies and procedures in the specialist areas appropriate to the post.</li> </ul>

<ul style="list-style-type: none"> <li>To fulfil s.151 responsibilities, including:</li> </ul>	<ul style="list-style-type: none"> <li>Completing relevant statutory accounts and statutory returns including the completion of financial, statistical and grant returns.</li> <li>Providing effective project management and finance representation and input on projects across the Council and with partners, liaising with partner organisations on the development of financial arrangements and where necessary ensuring governance arrangements are in place in contracts.</li> <li>Liaising with internal &amp; external auditors and external organisations eg CIPFA, external auditors, Government departments etc on the Council's financial management, strategy and external contracts.</li> </ul>
<ul style="list-style-type: none"> <li>To manage a team effectively by:</li> </ul>	<ul style="list-style-type: none"> <li>Understanding and complying with the Council's Equal Opportunities Policy</li> <li>Ensuring all employees are able to demonstrate a commitment to the Council's Core Values and to the Council's Management standards</li> <li>Upholding and complying with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council Policies and procedures</li> </ul>

### Nature of Contacts

- Senior managers, directors, members and equivalent level external contacts, key stakeholder's partners and providers, to identify / meet requirements, generate and co-ordinate original ideas and develop council and partnership wide policy and service delivery. To provide expert advice, guidance and support on highly complex / sensitive issues. Communicate changes in policy, strategies and working practice both internally and to partner organisations / stakeholders.
- Build and sustain effective relationships with all internal and external stakeholders. Work in partnership with internal and external contacts to develop and maintain joint working and promote the Council position. Co-ordinate partnership working activities and internal / external working groups. Influence their decisions.

### Procedural Context

- Manage highly complex / high risk issues within a framework of policy and regulatory guidelines. Objectives and targets are developed and agreed in line with service plan. High level of discretion and use of initiative in deciding what course of action to take. Exercise expert judgement in assessing complex stakeholder requirements, potential risk and managing quality assurance of service.
- Significant expert knowledge and significant experience is required to resolve highly complex issues and proactively anticipate and mitigate problems. Design and develop innovative solutions which enhance the quality and efficiency of services and reputation of the council.
- Occasionally the post will be expected to work from other locations

## Key Facts and Figures

- Enable others to understand changes and developments in relevant area and learn new processes / procedures.
- Responsible for ensuring contractors / providers deliver to agreed standards.
- May manage project teams of both internal staff and external contractors / consultants

## Resourcing

- Budget Responsibilities: Full responsibility for financial management and accountancy services to Housing services.
- Supervisory Responsibilities: Group Accountant (P09), Senior Accountants x2 (PO4) and Senior Finance Officer (SO2).

## Knowledge, Skills and Experience

- Ability to demonstrate sufficient knowledge and experience of Housing services to provide the level of expert leadership and support required in this senior management position, including knowledge of current legislation and legislative proposals, the challenges affecting the service area and the strategies being applied to address them.
- Experience of assisting budget holders to develop initiatives for inclusion in Medium Term Finance Strategies and revenue and capital Budget Strategies in a large public sector organisation, including those specific to Housing services
- Experience of preparing and finalising reports of performance against budgets to Councillors and Senior Officers
- Experience of producing annual accounts in accordance with relevant standards and timetables, supported by comprehensive working papers.
- Experience of supporting the delivery of the corporate accounting framework consistent with the Director of Finance's s.151 responsibilities.
- Experience of interpreting and analysing accounting regulations and codes of practice.
- Experience of liaising with External bodies (for example, Government Departments, External Auditors and Other Local Authorities)
- Experience of managing a team of staff to deliver high quality financial advice to Councillors and Senior Officers
- Experience of influencing and negotiating change in response to statutory or locally determined policy initiatives.
- Experience of supporting partnership working and/or alternative forms of service delivery
- Experience of managing complex projects/financial issues
- Experience of implementing sound and prompt solutions in the event of real, or potential reconciliation difficulties in key systems
- Experience of working closely with senior managers to ensure that financial implications are properly identified at the early stages of policy development
- Ability to interpret funding and guidance pronouncements and prepare models showing the financial consequences of the Budget Strategy.

- Ability to encourage effective budgetary control.
- Ability to recommend financial strategies that are based on thorough analysis of needs and risks.
- Ability to monitor progress against timetables and to implement corrective strategies
- Ability to convey complex financial and regulatory information in styles that meet the needs of internal and external recipients.
- Ability to offer financial advice in a manner that ensures that business planning is linked to all aspects of financial planning and management.
- Ability to attend meetings outside normal hours
- Ability to demonstrate self-motivation, and able to demonstrate initiative and commitment.
- Ability to demonstrate commitment to excellence in service delivery.
- IT skills, including Microsoft Office suite, and skilled in the use of a computerised general ledger system
- Experience of SAP
- Ability to motivate staff.
- Ability to work independently and as a member of a team.
- Commitment to the Council's core values and the Management Standards
- Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.
- Ability to understand and comply with the requirements of the Health and Safety at Work Act 1974

### Indicative Qualifications

- Fully Qualified Accountant (CCAB recognised)
- Significant experience of working in a Public Sector finance environment, and expert knowledge in the relevant portfolio.
- GCSE (or equivalent) English Language and Maths grade A-C.
- Excellent ICT skills , including high proficiency in Excel and Word
- Excellent standards of written and verbal English

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.