

# Role Specification – Finance Lead Specialist and Deputy S151 Officer

Service Area	Support Services
<b>Role Title</b>	<ul style="list-style-type: none"> <li>Finance Lead Specialist and Deputy S151 Officer</li> </ul>
<b>Role Family</b>	<ul style="list-style-type: none"> <li>Specialist</li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>Oxted/Agile</li> </ul>
<b>Operational Reporting Line</b>	<ul style="list-style-type: none"> <li>Head of Finance and Section 151 Officer</li> </ul>
<b>Functional Reporting Line</b>	<ul style="list-style-type: none"> <li>Head of Finance and Section 151 Officer</li> </ul>
<b>Grade</b>	<ul style="list-style-type: none"> <li>HOS1</li> </ul>

## Service Area Purpose

Support Services provide professional and efficient support and advice to internal customers across the Council to improve performance and enable them in delivering the Council's ambitions. Support Services embeds effective customer services, case management systems and specialist advice in line with the new operating model.

## Specific Responsibilities

- Act as the Deputy Lead Business Partner for Finance working with teams across the organisation.
- Act as the Council's section 151 officer in the absence of the Head of Finance
- Provide technical mentoring and support, encourage transfer of specialist knowledge, share best practice, new legislation and associated changes to processes and scripts and have oversight of the end to end process or customer journey and related contract.
- Support the Head of Finance in leading on policy, service and continuous performance improvement in Finance.
- Support the Head of Finance in providing expert advice to CMT and Members on all financial matters.
- Support the Head of Finance in developing the MTFS and other financial strategies.

# Person Specification

HOS1:

## Qualifications / Education

### Essential

- CIPFA Accounting qualification or equivalent accounting qualification.

## Experience

### Essential

- Very substantial operational finance experience.
- Very substantial experience in developing and implementing effective financial management processes in line with corporate vision and strategy.
- Advanced professional competence / expertise and proven finance experience, and detailed knowledge and experience of developing and maintaining associated organisational policy and procedure.
- Experience working at senior level, influencing and providing guidance in finance to Corporate level stakeholders.
- Experience of managing the professional standards of a team.
- Delivering improvements through team work.
- Managing conflicting priorities sometimes under pressure.

### Desirable

- Working in a matrix environment where cross team and corporate working are essential.
- .Some experience in making a contribution to policy/service development and/or implementation.
- Some experience in setting performance standards and targets in this area.

## Key Skills and Knowledge

### Essential

- Substantial understanding of statutory and regulatory finance reporting and compliance procedures.
- Substantial understanding of local government accounting law, practice and procedures.
- Good working knowledge of financial management systems for general ledger, financial accounts and management accounting.
- Good communicator with ability to communicate effectively with a range and variety of audiences, and work well with teams by building trust and rapport

- Good influencing skills with ability to provide detailed advice and explain the Council's position on particular issues.
- Ability to assimilate complex as well as difficult/varied information and to exercise judgement and creative thinking in resolving difficult problems and developing solutions.
- Ability to deliver results and performance improvements.
- Ability to deliver high levels of stakeholder and customer service.
- Ability to motivate and act as a champion for change.
- Ability to think innovatively and practically.
- Proficient in MS office.
- Report writing skills.
- Understanding of data protection.
- Commitment to equality and diversity.