

JEGS Reference 00685

Job Profile – Strategic Finance Specialist (Projects & Special Initiatives)

Department: Finance

Responsible to: Head of Projects, Systems and Commercial

Responsible for: Finance Specialist – Projects and Special Initiatives

Grade: Special B

Job purpose

To directly support the Head of Projects, Systems and Commercial, Assistant Director and Director of Finance in providing leadership and proactive and creative advice when considering the financial implications of major new projects and business initiatives.

To provide an effective advisory finance service to Strategic Directors and Departmental Management teams.

To promote business solutions through the delivery of financial services, ensuring principles of best value, value for money and risk management are embedded into service delivery.

To support the Head of Projects, Systems and Commercial in providing professional advice in accordance with professional standards, legislative requirements and Council policies and procedures.

To support an effective and strategic leadership of the Council's finance function by making an effective contribution to the Finance Services Management Team.

Corporate responsibilities

1 Vision and Strategy development

Help shape the direction of the council to drive forward the public service reform agenda and ensure delivery of its priorities and value to residents. Provide a strategic vision for the future development of the service to enable the council to meet its future challenges, fostering a culture of continuous improvement.

2 Corporate leadership

As a senior leader working as part of the distributed leadership network of the council, work together to drive forward and accept collective responsibility for a range of departmental and cross-cutting initiatives which are required to ensure changes are

embedded in a sustainable way throughout the organisation. Provide corporate leadership that encourages our staff to recognise their contribution to the strategic objectives the council has set.

3 Service leadership and management

Lead the integrated delivery, improvement, management and performance of the service, commissioning and directing activity within the council and externally as required, and ensuring overall objectives are translated into effective plans and that the service is efficient and locally responsive. Provide inspirational and professional leadership to staff, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.

4 Business and Commercial Skills

Ensure the delivery of the council's corporate vision and help ensure that the council receives value for money from its expenditure. Drive and/or support the development of outcome-based commissioning models to better ensure strong price competition and transfer of risks through contracts with third parties. Champion and drive the development of commercial opportunities where appropriate. Leads on assessing the technical, operational, and organisational feasibility of initiatives to ensure viability and successful implementation. Leads on discussions, at a corporate level, when assessing funding and capital borrowing requirements.

5 Partners and stakeholders

Actively engage, communicate and influence within the council, across partners and with the wider local and central government community to champion the council's approach to unified public services. Foster the bringing together of local services and decisions across agencies to reduce demand and help communities more independently support themselves.

6 Business change and culture

Lead, develop and ensure implementation and review of change management programmes to deliver continual improvement. Assist the Chief Executive and Strategic Directors in developing a single council-wide corporate culture to engender a strong and shared approach to delivering services and provide better support for staff to deliver savings.

7 Compliance, Governance and Ethics

Ensure that all activities within the service comply with the council's constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.

8 Equality and diversity

Uphold and promote the aims of the council's equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to planning service delivery.

9 Embracing Change and Technological innovation

Ensure the service supports the Council by developing an approach that empowers problem-solving, including creative thinking, decision-making, and solution generation. Deploy a range of advanced tools and techniques to identify actionable and sustainable solutions to address root causes. Sets the agenda for change and

foresees the impact of change and is influential and owns the full cycle structure for change, owning the objectives and programme of change.

Service focused responsibilities

- Support the Head of Projects, Systems and Commercial, Assistant Director, Director of Finance and Strategic Directors to provide specialist finance project support that enables the strategic financial direction of the Council to be achieved. This includes strategic oversight of both projects and special initiatives to meet corporate priorities ensuring there is a combined focus on ensuring priorities are delivered within agreed timescale, within budget and risks are managed in line with the Corporate Risk Management strategy.
- Provide highly specialist, often commercially sensitive information, advice and guidance to elected Members, senior management and project lead officers, working within recognised project management best practice and high professional standards to ensure delivery of projects / initiatives.
- Providing challenge and strategic support on financial matters at all stages during project development through to financial close of major contracts such as private finance Initiative schemes.
- Preparing detailed information memoranda, confidentiality agreements and other tender contracts / documents necessary for the procurement of projects.
- Contributing to cross cutting corporate projects, working in multi-disciplinary working parties and steering groups.
- Anticipate and identify key financial issues and risks in projects affecting the business which require attention and systems solutions, resolve issues with Senior Managers and identify mitigating actions to ensure net expenditure is within budget, escalate to Head of Projects, Systems and Commercial and other senior colleagues any business issues not resolved by Service Managers.
- Work alongside service departments and project officers to maximise corporate performance and outcomes, including the preparation and presentation of business cases, including financial modelling.
- To provide project support that enables concise and intuitive financial information to Strategic Directors, CMT and Members to influence the long-term financial sustainability of the Council, whilst meeting priorities.
- Take the lead on major service-related initiatives such as 'value for money' service reviews in partnership with other departments of the Council, legislative changes with significant financial implications, such key partnerships and other externally funded initiatives, including Lottery and other funding bids.
- To promote business solutions ensuring the Council maximises its position, liaising with external advisors as appropriate.

- To assist with the management, development and continuous improvement of medium- and long-term financial projects both capital and revenue within the Council. To liaise with government departments and strategic groups to enable best practice and shared knowledge.
- Promote the continuous improvement of the service by:
 - Encouraging a creative approach to delivering innovative solutions.
 - Actively developing the capacity for professional skills and specialised knowledge and raising competencies in financial management.
 - Developing experience and skills in interpreting legislation on a diverse range of financial issues.
 - Building the section's capacity and capability to support an excellent advisory service whilst ensuring that resources are flexibly aligned to meet the changing priorities and risks of the Council.
- To manage, lead and motivate a small team of staff with highly technical and specialist skills as and when appropriate.
- To provide strategic support for the financial accounts process where required and ensure compliance with relevant audit and accounting guidance.

Dimensions of role (direct/ indirect as applicable) e.g. total number of staff managed/ total budget/ total scope of role
<ul style="list-style-type: none"> • The number of line staff to be managed will be 1 Fte. • Direct revenue budget responsibility for staff of circa £50k • Responsible for the approval, recording and spending of significant amounts of revenue and capital expenditure or development of significant income streams • Provision of a comprehensive finance advisory service.

Structure Chart (role of direct reports)

Head of Projects,
Systems and
Commercial

Strategic Finance
Specialist - Projects
and Special Initiatives

Finance Specialist
Projects and Special
Initiatives

Person specification – Strategic Finance Manager (Systems)

<p>Qualifications</p>	<p>A professional accountancy qualification CCAB accredited or finance project management related qualification or equivalent professional experience</p> <p>Evidence of sustained personal and professional development</p>
<p>Experience</p>	<p>Successful track record at a senior management level of achieving improved key priority outcomes in a comparable organisational context and environment.</p> <p>Experience of developing and delivering financial advice in a similar or large and complex organisation</p> <p>Experience in the development, presentation and implementation of complex strategy and policy in a relevant area.</p> <p>Extensive experience of effective corporate and collaborative working, building cross sector or cross service partnerships and relationships to deliver corporate and service priorities.</p> <p>Extensive experience of successful financial management including budget formulation, financial planning, monitoring and control, within tight financial limits in a complex organisation</p> <p>A track record of promoting, leading and implementing change programmes, delivering customer focused services, improving service quality, operational performance and culture.</p> <p>Experience of applying high level understanding when exercising judgement in challenging and sensitive circumstances, providing advice at a senior level to local government, or a comparable organisation, to achieve corporate objectives.</p> <p>Tangible evidence of leading and motivating people; developing a high performing culture with continuous service improvement and effective performance management.</p> <p>A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination.</p>
<p>Skills and knowledge</p>	<p>Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services.</p>

	<p>Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs.</p> <p>Ability to form sound, evidence-based judgments, find solutions to complex issues and problems, assessing risks and taking responsibility.</p> <p>High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies.</p> <p>Ability to inspire, guide, motivate and develop people, to achieve high performance.</p> <p>Ability to listen to and influence others, presenting information and arguments convincingly.</p> <p>IT literate and able to manage information systems as necessary.</p>
--	---

Special Knowledge Requirement: Will be used in shortlisting. Max 10	
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
	Essential
Carries out the working practices, procedures and basic operations across finance within the context of the public sector with a considerable depth of knowledge across finance in the local government sector.	√
Significant experience of change management and culture change for the introduction of major projects and systems	√
Identifies risks and establishes appropriate strategies to counter them.	√
Adept at working at both an operational and strategic level, using information systems effectively and possessing sound analytical skills	√
Oversees a budget, keeping costs within agreed levels for own department and contributes to corporate savings.	√
Intellectual ability to assimilate complex financial information and issues and disseminate to others in an understanding and meaningful way.	√
Demonstrates an expert, functional grasp of all aspects of financial activity with the ability to deliver high level advice on all financial issues.	√
Demonstrates an excellent understanding of the political environment within which local government operates and can evidence managing politically sensitive issues.	√
Demonstrates a thorough appreciation of current and emerging Government legislation & statutory regulations and other key operational initiatives and directives affecting the public sector.	√
Able to work effectively in order to achieve agreed outcomes with partner organisations/stakeholders/professionals from other disciplines/council members	√
Communicates effectively (written/verbal) and with confidence, providing clear, balanced advice and guidance.	√

Management Competencies: to be used at the interview stage.
Strategic Awareness – ability to work with corporate priorities and policies in a joined-up way with others, internally and externally. Works democratically, transparently and accountably.
Leadership - motivate staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do.
Delivering Successful Performance – successful monitoring performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.
Project and Programme Management – apply skills to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.
Developing High Performing People and Teams - coach individuals and teams to achieve their potential and take responsibility for continuous improvement and ensuring they champion the Council's values and goals.

Core Employee competencies at manager level to be used at the interview stage.
Performance Management and resilience – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
Effective Communication - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work.
Structured Problem-Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.
Working Conditions:
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

Completed by:	Michael Thomas	Date:	18/11/24
Quality checked: (HR)	Special B	Date:	11/12/24