

Job Description and Person Specification

Post Title: Group Manager - Financial Services

Reports to: Executive Director (Section 151)

Scale: 12

Politically Restricted: Yes

Overall Purpose

1. As a member of the Senior Leadership Team to model and promote a culture of ambition, leadership, excellence, high performance and one team ethos.
2. The Council's lead for finance, recovery, fraud, council tax and benefits., having accountability for delivering priorities, key projects and achieving results.
3. To proactively identify opportunities to advance the Blaby District Council's Plan through change initiatives that will deliver measurable business improvement.
4. To work collaboratively with the Senior Leadership Team and stakeholders on the delivery of our major projects and assets programme that underpins the Blaby District Council's plan.

Key Roles, Tasks and Responsibilities

1. To lead a group of services and Service Managers – setting direction, establishing priorities, building capacity, maintaining focus, and delivering value for money and continuous improvement.
2. To provide strategic leadership to the Finance function, delivering high quality business partnering and financial planning; council tax, business rates and benefits; income collection and fraud; and risk management.
3. To maximise the contribution and benefits from Council assets and efficiency.
4. To ensure there are effective systems of internal control and assist with the Council's risk management protocol.
5. To identify customer needs and the most appropriate way of meeting them within the current and future resource constraints.
6. To keep up to date on best practice and future trends in your service area and strategy with the aim of delivering a modern innovative service.
7. To support and embed the Council's transformational priorities including commercial opportunities to make the Council more financially resilient.

8. To manage assigned budgets and resources and secure efficiency gains.
9. As a member of the Senior Leadership Team (SLT) to model and promote a culture of ambition, leadership, excellence, responsibility and high standards.
10. To provide financial support to areas of the Council working in partnership with other agencies to develop and deliver efficiencies and service improvements.
11. To be responsible for the production and delivery of the Council's Medium Term Financial Strategy.
12. Overall responsibility for the production and publication of the Council's annual accounts in line with legislative requirements and the CIPFA Code of Practice.
13. To oversee the Revenue & Benefits and Income & Collection departments to ensure resources are utilised effectively to retain collection rates and all customers are dealt with in a timely manner.
14. To ensure that all procurement activity is carried out in accordance with the Council's Contract Procedure Rules.
15. To be accountable for the accuracy and integrity of the Financial Management System, Payroll System, and Council Tax and Benefits System.
16. To manage, lead and deliver key corporate and service related projects to ensure they meet strategic objectives.
17. Provision of support and financial advice to elected members.
18. Appraising and advising on commercial opportunities and financial targets, whilst safeguarding public money.
19. To act as deputy to the Council's Section 151 Officer.
20. To hold such appointments on outside bodies as specified by the Council/Cabinet Executive/Chief Executive and carry out work for or on behalf of outside bodies as required.
21. To maintain and look at ways to improve effective business continuity arrangements.
22. To drive a system of performance management and improvement across the Council.
23. To ensure equality of opportunity and fairness in terms of Access to Services and employment and to support the delivery of the equality standards.
24. To engage in Strategic Partnerships and associated forums to support delivery of the Council's priorities, as set out in the Blaby District Plan.

Post Characteristics

Allowances: Essential Car User allowance, Mobile Telephone, one professional subscription.

On call/emergency situations: Yes

Security/safeguarding checks: None

Health and Safety Responsibilities

1. Manager: Health and safety responsibility is inherent in the managerial role and the responsibilities for health and safety are no different from the requirements of other management activities.
2. To be familiar with and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
3. To be responsible for the effective implementation of the Council's health and safety policies and procedures with their services. To ensure that robust and effective safe working arrangements are in place and adhered to by all staff at all times.
4. To ensure that all accidents, incidents and near misses are properly reported and investigated.
5. To report any corporate or significant H&S issues to the Corporate Health and Safety Adviser.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

A high level understanding of political processes and of effectively managing politically sensitive issues and of working with employees, elected members and external stakeholders (3, 4*).

A clear understanding of the current context of political challenges facing the public sector (3, 4*).

A high level understanding of the legislative framework relating to the provision of high quality services in the public sector and the ability to keep up to date with key changes (3, 4*).

Desirable:

A strong understanding of local government finance and funding structures (3, 4*).

Experience

Essential:

Considerable relevant experience of working in a similar sized or larger organisation at a senior level (3, 4*).

Relevant experience of working in the public sector with technical knowledge of public sector accounting (3, 4*).

Experience of delivering significant cultural change in staff teams (3, 4*).

Experience in the preparation and presentation of complex strategy and policy documents (3, 4*).

Experience of delivering outcomes in a partnership environment (3, 4*).

Proven delivery of systems improvement and performance improvement (3, 4*).

To uphold and display the Blaby District Council's Vision and Values (3, 4*).

Skills/Abilities

Essential:

Ability to develop positive relationships with members, staff and colleagues from other organisations to further the Council's aims (3, 4*).

Ability to deliver positive, customer focused outcomes in a challenging environment (3, 4*).

An ability to lead and deliver significant culture change (3, 4*).

An ability to produce high quality outputs to exacting deadlines, amidst conflicting demands (3, 4*).

To possess excellent written and spoken communication skills (3, 4*)

To be a skilled motivator and inspirational leader (3, 4*)

Ability to manage across a range of disciplines (3, 4*)

Qualifications/Training

Essential:

Recognised management/degree or professional qualification/s and/or significant experience in field. Specifically: CCAB qualified or extensive relevant local government finance experience (3, 4, 5*).

Evidence of Continuous Professional Development (CPD) (3, 4*)

Method of assessment*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

Job Description and Person Specification details:

Reviewed by: Executive Director (Section 151)

Latest Version Date: February 2024

Job Evaluation Ref: A2018