

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 03925

**Service Area:
Financial Services**

Grade: G14

**Job Title:
Strategic Finance Lead**

PURPOSE OF JOB:

As Strategic Finance Lead, you will report to the Head of Financial Services, and will be responsible for:

Strategic Workforce Planning

Implement the Workforce Strategy ensuring development of a structure which encourages professional development and opportunities to improve skills to meet the need of the service. Provide coaching, mentoring and display leadership qualities which promotes performance excellence. To create an environment of continuous professional development across the extended Finance Leadership Team.

Strategic Financial Management

Lead effective strategic financial planning and performance management across revenue and capital budgets assessing financial risk and influencing actions to mitigate the risk across a diverse range of activities/services.

Strong Financial Governance

Create and continuously evolve a sound and compliant financial control environment. To ensure the effective management of resources in accordance with statute, the rules and regulations of the Council and the commissioning strategies.

Provide Technical Expertise

Lead the development of a learning environment enabling the team to develop their technical skills. Continuously evolve Financial Services aligned to current Financial Standards. Draw on your expertise to anticipate financial risks and/or opportunity providing technical expertise to mitigate / minimise / maximise opportunities.

Lead Transformation

Implement Financial Services continuous improvement programme. Lead by example ensuring Financial Services deliver efficient and effective services which meet the needs of the Council and its customers. Lead delivery of Council wide opportunities, internally and with partners, for implementing alternative service solutions, maximising the benefits and efficiencies to the council and its customers.

TEAM STRUCTURE:**MAIN DUTIES:**

1	To work with and advise senior management and elected members ensuring they have effective oversight of the Council's finances and performance against the objectives in the corporate plan. This includes developing innovative financial modelling underpinned by robust evidence-based data analytics and presented in a way which can be easily understood including visualisations.
2	Deliver Council wide Financial Services which adhere to <ul style="list-style-type: none">• accounting standards including CIPFA code of Practice and International Financial Reporting Standards,• the Councils constitution mandated national standards which impact on financial services eg Payment Card Industry Security Standards relevant legislation which impact on services provided eg the Care Act 2014.
3	To interpret the financial environment, providing advice on changes, the implications, risks, and applications to decision-makers, including elected members, relevant boards, senior managers, and commissioners. Equip finance with the capabilities to deliver predictive insights and new tools that can impact Council performance.
4	Work with senior management and elected members to ensure ownership and accountability. Using extensive knowledge and experience, provide robust, evidence-based recommendations to support and inform difficult decisions needed to achieve strategic outcomes with funding constraints.
5	Develop and maintain relationships with councillors, commissioners, service users and stakeholders creating financial structures to drive the council forward. This includes regularly dealing with a range of complex, often contentious matters, requiring consistent financial advice, guidance and support.

6	Structure and lead the coordination and delivery of effective strategic financial planning, financial management and performance management in relation to all revenue and capital budgets for substantive service areas.
7	Create a sound financial control environment including structured, efficient, and compliant financial systems and processes developing end user training programmes. Key officer for liaison with internal audit. Lead complex financial governance needs operating professionally, impartially and with political neutrality.
8	Maintain professional awareness, keep up to date with changes to legislation and accounting standards and develop tools to lead finance staff learning and development. To monitor, evaluate and advise on the financial impact of changes in statutory requirements or guidance; public spending plans, grant distribution or funding mechanisms; accounting policies.
9	Working across the council and with external parties, lead discussions and influence the Medium-Term Financial Plan promoting delivery of financial sustainability for Lincolnshire. This includes responsibility for influencing decision-making, implementing, monitoring and evaluating policy decisions and changes to service delivery models
10	Continuously evolve the content and structure of the medium-term Financial Plan based on the internal and external environment incorporating horizon scanning, benchmarking, scenario modelling and risk. This includes responsibility for influencing decision-making, implementing, monitoring and evaluating policy decisions and changes to service delivery models.
11	With financial resources increasingly scarce, demand and complexity for services increasing and unit costs increasing, the challenge of ensuring resources are effectively targeted means the post holder needs to continuously adopt creative and innovative solutions to enable delivery of the diverse portfolio of services within the Councils funding.
12	Establish a Capital Strategy which contains an assessment of future assets needed to meet the Councils objectives along with a gap analysis to identify where investment is needed.
13	Deploy financial risk strategies, mitigating and/or minimising the impact from both internal and external threats ensuring financial stability and asset protection, informed by the Councils risk appetite.
14	Maintain and develop the Council's Financial Regulations and Financial Procedures, ensuring that they remain fit for purpose. Ensure that the regulations and procedures are communicated to the relevant Officers and Members, and that the key points are included in training material as appropriate.
15	Breakdown highly complex and diverse problems, use experience, judgement and creative thinking to evaluate potential options for resolution demonstrating sound judgement in situations of high risk and uncertainty.
16	Preparing responses to press related matters and completion of Freedom of Information requests recognising those that are commercially sensitive in nature
17	To lead and motivate Finance staff to deliver effective financial services, developing a culture of continuous improvement, monitoring performance and acting accordingly.
18	Act as a role model, continuously displaying the Councils visions and values. Work with colleagues as 'One Council' to ensure services work towards shared goals and work effectively together. Support others to develop in a dynamic environment and to respond positively and creatively to changing expectations

19	Understand and work with the market developing and maintaining relationships with service users, stakeholders, partners and potential providers.
20	Provide business intelligence to support decision making by horizon scanning and maintaining a good knowledge of local government funding matters, including Business

	Rates funding, Council Tax funding, the distribution formula for local government funding and non-specific government grants.
21	Build and enhance relationships both internal and external to financial services. This will involve dealing with complex and often contentious matters requiring sensitivity as the outcome could have a substantial effect on the person, service or the Council.
22	Proactively lead the implementation of agreed, complex and diverse service changes aligned to the Councils objectives. Develop processes and operational guidance to deliver a smooth transition, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.
23	To contribute to the Council's statutory obligations and where appropriate any national and local performance indicators.
24	Create healthy debate, providing constructive challenge to existing processes to drive efficient and effective service delivery, calculating risk and probability of success of alternatives.
25	To optimise the resources and infrastructure available to the Council. Apply end-to-end process mapping to identify areas of potential improvement and innovative solutions. Lead financial modelling on the implications of proposals and statutory changes maximising opportunities and minimising risks.
26	To contribute to the development of leadership potential and talent across the Council coaching and motivating staff to achieve performance excellence. Develop a culture of continuous improvement, monitoring performance and acting accordingly.
27	Responsible for undertaking Continuing Professional Development, applying the learning to enhance service delivery. Adopt a coaching approach with others to encourage opportunities to maximise strengths and understand what motivates others and develop plans to engage staff to achieve performance excellence. Responsible for the completion of all mandatory training applicable to the role in accordance with LCC employment policies including refresh within the stated timescales.
28	To deliver excellent customer service, incorporating the Council's equality and diversity objectives and help the council to achieve best practice in all it delivers.
29	To remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
30	To act as one of the Council's authorised bank signatories e.g. providing authorisation to electronically transfer multi £million bank/payroll/other transfers, investments, payroll runs, grant claims, debt write-off, BACS and Cheque payments etc. on behalf of the Authority.
PERSON SPECIFICATION	

Requirements	Where identified*	Essential	Desirable
Full CCAB or CIMA accounting qualification required	A	X	
Adheres to the Professional Code of Ethics, complies with the values and behaviours of the council and displays a positive attitude when delivering their role.	A	X	

5 years relevant experience in a senior manager position.	A	X	
Expert leadership skills with experience of creating a learning environment to encourage continuous improvement.	A/I/P	X	
Detailed knowledge and understanding of local government finance including service funding arrangements, principles of financial management, accounting principles and practice.	I/P	X	
Detailed knowledge of accounting standards including, CIPFA Code of Practice and International Financial Reporting Standards and the impact these have on the Council's Statement of Accounts.	A	X	
Excellent communication skills – ability to communicate effectively with Councillors, senior officers, external auditors and partners including funding bodies and government departments and agencies so as to secure their confidence and respect.	I/P	X	
Expert in balancing multiple responsibilities, prioritising based on urgency and service/customer relevance adapting quickly to the changing environment. Expert in meeting deadlines often dictated by an ever-changing external environment.	I/P	X	

Expert report writing and presentational skills with the ability to engage and explain complex information to a range of audiences in a clear and concise manner within established timeframes.	A/I/P/T	X	
Expert analytical skills with the ability to methodically breakdown complex financial problems and articulate potential solutions clearly and without jargon.	I/P/T	X	
Expert ability to establish financial performance reporting aligned to the Councils objectives and the operating environment.	I	X	

Establish strong relationships both internally and externally, building customers confidence in your advice and guidance. Use excellent negotiation and influencing skills to inform decision making.	I/P	X	
Excellent ICT skills covering Microsoft 365 products, Unit 4 BW and financial modelling tools	A/P	X	
Appreciation of political and commercial sensitivity, ability to formulate and offer balanced views /advice to Councillors and a large range of other council and external organisations, groups and bodies.	I/P	X	
Self-motivated person with the ability to motivate others in a hybrid working environment	I	X	
To understand and have awareness of the impact on decisions, recommendations and advice on equality and diversity.	I	X	
Expert change management and project leadership skills.	A/I		X
Detailed knowledge of the Council's constitution, Financial Strategy, financial regulations financial procedures, schemes of authorisation and their rationale within the control framework	I/P		X

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.