

## ROLE PROFILE

*The 'role profile' is the contractual element and generically sets out in broad terms the responsibilities the post holder is expected to have*

Job Title: Principal Finance Manager and Deputy s151 Officer  
Reporting to: Head of Resources and s151 Officer  
Salary Band: Band 9

### Generic Responsibilities

- To act as the Deputy Officer statutorily responsible for the administration of the Council's financial affairs under Section 151 of the Local Government Act 1972 and Section 114 of the Local Government Finance Act 1988.
- To be responsible for all financial matters relating to the provision of financial advice to budget holders and overall responsibility for accounts payable, accounts receivable and debt monitoring, procurement and payroll.
- Significant role in the leadership, development and implementation of relevant strategies for the council to deliver its corporate priorities. This is an influential senior service manager role contributing towards driving forward or supporting work streams within the "Wyre Forest Forward" transformation and commercial agendas to ensure that the Council's corporate priorities are delivered.
- To respond positively to the increasingly dynamic legislative and regulatory environment, proposing and initiating change/solutions as relevant
- Develop and embed a performance culture that delivers results through continual improvement and ensure that resources are targeted on business priorities and meeting customer needs.
- Manage resources efficiently and effectively, ensuring there are sufficient financial, human and other resources available to deliver effective services.
- Take a proactive approach to risk management and business continuity planning on areas of accountability.
- Responsible for leading and managing the smooth and effective transition and transformation of operational or support services from the councils' models into the new Unitary Council model.

## **Corporate Accountabilities**

### **Equality, Diversity and Inclusion**

- Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively.

### **Health and Safety**

- To operate with due regard to the Council's policies, procedures and guidance and undertake any health and safety training as appropriate.

### **Information security and governance**

- Manage information in line with the Council's policies, procedures and guidance on Data Protection, GDPR, Freedom of Information, confidentiality, information security and sharing to ensure compliance and efficient and effective information governance.

### **Safeguarding**

- Maintain awareness of Council policies and practices regarding the safeguarding of children, young people and vulnerable adults who may be at risk. Report concerns in accordance with corporate guidance and procedures.

## **TASK SPECIFICS**

*The 'task specifics' is the non contractual element of your post and is a more detailed description of day to day activities which will be reviewed in line with the appraisal process and can change when priorities change*

### **Purpose of the role**

1. To support the Head of Resources and s151 officer to ensure the effective stewardship of the Council's resources where required.
2. To deputise, where required, for the Head of Resources and s151 Officer in discharging his/her statutory responsibility in accordance with Section 151 of the Local Government Act 1972 and undertaking the functions of the Chief Finance Officer as set out in the Council's Constitution.
3. To provide a professional financial business support service across the Council and also to third parties such as Local Town Councils
4. To provide professional strategic and business advice to support the Council in delivering the best possible service within the resources available.
5. Work with the S151 officer and the Chief Accountant to develop the Council's Medium Term Financial Strategy ensuring that service budgets are coordinated in-line with that plan and incorporating assumptions on funding and reserves, known budget pressures and target cost savings
6. Identifying areas for cost saving and income growth potential as part of the MTFS process, supporting the S151 in discharging duties around Value for Money
7. To provide impartial, accurate, professional financial advice to ensure all decisions are made in an informed way with consideration to wider financial and strategic business implications
8. Actively taking part in regular committee, panel and partnership meetings to explain complex financial information in a way that can be clearly understood by officers and members.

9. To prepare and present reports to the Corporate Leadership Team, Managers Forum and appropriate Member Committees
10. Leading on the timely and accurate production of reporting of financial performance (to profile) and ensuring effective controls of the overall budget expenditure. Accountable for revenue budget monitoring.
11. Work collaboratively with the Chief Accountant to close the accounts and prepare high quality working papers for the annual audit inspection, in accordance with regulations.
12. To ensure that Heads of Service and Managers across the Council are provided with professional, financial and business advice and guidance to enable them to maintain effective management of budgets and spend against budgets is accurately recorded
13. To develop and implementation new or revised financial policies and procedures and to lead the delivery of business plan priorities as allocated
14. Responsible for ensuring relevant compliance with the financial regulations and standing orders of the Council.
15. Being a key financial advisor to senior management, the Cabinet, to Scrutiny, and to the overall Council on financial resource matters – ensuring that the Council manages its budget and delivers its services cost-effectively, legally and in line with best financial practices.
16. Accountable for any other corporate duties as reasonably required, including but not limited to: Briefing members, attending committee meetings; compliance with all statutory requirements and contributing to employee relation matters as defined by policy across the Authority.

#### **Service to Customers/Key Relationships**

- The postholder will report to the Head of Resources and s151 officer and act as the Deputy section 151 Officer for all finance related matters.
- Work collaboratively with the Chief Accountant (joint deputy) to manage the service.
- Lead and develop direct reports and team members including finance business support (accounts payable, accounts receivable and debt monitoring, procurement and payroll).
- Providing financial support and advice to the Chief Executive and other members of the Corporate Leadership Team, Elected Members, Service Managers, budget holders and teams across the council

#### **Business Improvement/Planning Responsibility**

- Senior financial responsibility for major change programmes and transformation. Accountable for effectively managing and implementing significant change, transformation and improvements to services as directed by CLT and elected members.
- Horizon scanning and research to identify best financial practice.

#### **Managing Resources (People, equipment, buildings)**

- Finance lead for financial systems development to include design, commission and manage delivery of the financial management system to address management information requirements

- Risk Management – to have knowledge and awareness of all issues identified in the corporate risk register that impact on the delivery of a balanced budget for the Council and on the delivery of Financial Services and procurement advice.
- To exercise proper care in carrying out duties to mitigate such risks as directed by the Head of Resources (S151 Officer)
- To lead on the reporting of the Corporate Risk Register and the Budget Risk Matrix to Council members
- To manage, support, develop and review performance of all direct reports

### **Skills, Knowledge, Experience, Qualifications**

#### **Essential**

- A degree or relevant management qualification or equivalent learning through professional experience.
- Membership of relevant professional body. As Deputy Section 151 officer, the post holder must be a qualified member of a CCAB professional body.
- Detailed knowledge of legislation relevant to the post
- In depth knowledge of accountancy and exchequer services for large and complex organisations.
- Detailed knowledge of change management with ability to lead teams and manage change effectively
- Significant post qualification experience gained in the public sector, including experience of operating at a senior management level. This will include a successful track record of managing large and complex portfolios successfully in a challenging financial environment.
- Extensive experience of strategic financial planning and financial service delivery within local or central government or the private and voluntary sectors, with a demonstrable and proven record of achievement.
- Extensive experience in financial management and budget planning, including setting and managing budgets for service groups
- Successful track record of leading transformational change and developing high performing teams within complex services.
- Ability to manage and motivate staff.
- Ability to develop and maintain good working relationships throughout the Council and with its stakeholders including partners.

- Analytical approach to financial issues with the ability to provide clear, reasoned conclusions and recommendations, including presentation to Councillors and senior employees.
- Excellent communication skills to explain complex financial issues tactfully and diplomatically with the ability to communicate at all levels verbally and in writing.
- Act in a professional and competent manner at all times.
- This job includes duties that may require an element of physical effort and mobility on an occasional basis. To meet the needs of the service, the ability to undertake the full range of duties for the contracted hours will be required.

#### **Desirable**

- A detailed technical knowledge of Local Authority accounting including the Legislative Framework and Codes of Practice.
- 5 years post qualification experience at a senior level in a Local Government environment
- Project management skills
- Ability to drive
- Customer service skills

#### **Values & Behaviours**

Work to the Council's Values and associated Behaviours - WFDC

We are <b>Working Together</b>	We are <b>Fair</b>	We are <b>Dependable</b>	We put <b>Communities first</b>
We are one team, all working towards the Council's vision for the district	We treat people fairly, we are inclusive and embrace our differences	We do what we say we are going to do, you can trust us to deliver on our promises	We listen, we set targets for ourselves and the services we deliver

#### **Special Conditions of the Role**

- The Council's scheme of flexible working hours applies to this post. This allows an officer some discretion in arranging working time.
- The post holder must be prepared to work from Council Offices 2 or more days per week
- It is desirable that the post holder provides an appropriate means of transport for use in connection with the duties of this post. recompense will be at the rate as agreed by the Council. You may, therefore, from time to time be required to provide suitable vehicle and your car insurance should cover you for business use.
- Time off in lieu will be permitted in respect of any overtime worked, if it can be accommodated within departmental operational schedules. There is no entitlement to overtime payments.
- This job includes duties that may require an element of physical effort and mobility on an occasional basis. To meet the needs of the service, the ability to undertake the full range of duties for the contracted hours will be required.

- The duties described in the job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy
- This is a politically restricted post. Accordingly, such post holders will not be able to be a candidate, or prospective candidate, for election as an MP, MEP or Local Councillor; hold office in a political party; act as an agent or sub agent for a candidate for election as an MP, MEP or Local Councillor; canvass on behalf of a political party or for a candidate for election to MP, MEP or Local Councillor and speak or write in public in a manner which appears to be designed to affect public support for a political party.
- **Disclosure Clearances – Basic**  
Appointment to this post is subject to satisfactory clearance of a basic disclosure check (Disclosure & Barring Services (DBS)) under the Police Act 1997. Such checks are required for any post holder who will require access to systems containing sensitive data. You are required to notify the HR Team if you are subsequently arrested, or are being investigated, which would have an impact on your ability to continue to be employed within the role.
- To undertake other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility/remuneration of this job.
- Reasonable adjustments will be considered as required by the Equality Act 2010.
- The aim will be to reach agreement on reasonable changes, but if agreement is not possible the Council reserve the right to make changes to your job description.
- The Council will pay the annual subscription to one relevant professional Institute.

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