

## Job Description

### Deputy Chief Financial Officer Band I

This role is central to successful service delivery. It provides accessible and accountable management and professional leadership. Responsibilities include ensuring that targets are set, met and monitored; and team members are supported and enabled to meet these targets and achieve a high level of performance both individually, and as a member of a successful finance team.

The **Deputy Chief Financial Officer** reports direct to the **Head of Resources and Performance (Chief Financial Officer)** and leads and manages the day to day work of a Shared **Resources and Performance** team across West Suffolk, covering both Forest Heath District Council and St Edmundsbury Borough Council

This role will be required to work at both Councils' premises at West Suffolk House, Bury St Edmunds, and the Forest Heath District Council Offices, Mildenhall. You may reasonably be required to work at any other of the Councils' premises as required in order to meet the needs of the service.

The role requires attendance at Committee and Council meetings and liaising with Councillors and Portfolio Holders, as appropriate.

This role represents the Chief Financial Officer in ensuring the proper administration of financial affairs and compliance with financial standards. The role requires deputising for the Chief Financial Officer, in his/her absence or as required.

### Key Responsibilities & Activities

- Champion excellent management of financial resources, promoting probity, efficiency, high performance and overall value for money.
- To be the Councils' Deputy S151 Officer (i.e. deputise for the Chief Financial Officer).
- Undertake strategic analysis and assist the Chief Financial Officer with strategic planning, including leading on the development of the annual and medium term financial plans across the Council ensuring they reflect the Councils' priorities and strategic objectives.
- Ensure that officers and members are provided with high quality strategic advice and direction on financial strategies, policy, standards and practices, enabling services to make timely and well-informed decisions in the knowledge of the impact those decisions will have financially on the Council.
- Create a culture which empowers budget holders and staff and supports the delivery of value for money services, including reporting on benchmark information and key cost drivers.
- Provide effective leadership and operational management of the Resources and Performance team, ensuring that staff adopt the values and expected behaviours of the organisations, to deliver a high performance culture.

- To be the lead financial officer on the commercial and investment agendas. Lead on financial input, business modelling and risk assessments for business cases/delivery model appraisals/prudential borrowing assessments/funding bids etc.)
- Ensure the timely preparation of robust business cases from a financial and performance perspective, testing the underlying assumptions and quality assuring the cost, benefits, risks and funding solutions.
- Analyse, interpret and communicate financial and performance data, and provide financial advice, including in the form of Council reports. Influence decision making where appropriate to achieve budget, targets and strategies.
- Research the wider financial context, local and national, and identify developments and changes which will have an impact, either positive or negative, on cost, service delivery or performance.
- To attend council meetings including cabinets, being the lead officer for Performance and Audit Scrutiny Meetings and to liaise with Councillors and Portfolio Holders.
- To lead on any project or programme as agreed by the Chief Financial Officer.
- Undertake such other duties as may be appropriate to the post.

## **Service Management**

- To lead, plan, co-ordinate and manage the work of the Resources and Performance team, including the development of their skills & knowledge and maximising the potential of all staff within the Resources and Performance Team
- Lead the delivery of accurate financial and performance, monitoring forecasts and plans for both authorities. Ensure robust plans for the mitigation of risks identified. To produce the overall revenue and capital budgets in accordance with national legislation and Council policies.
- To close both authorities' accounts, complete appropriate Government returns and produce unqualified statement of accounts in accordance with the statutory legislation, practices and timetables. Develop excellent relationships with the External Auditor
- To manage insurance, risk management and investments in accordance with relevant legislation and Council policies
- To maintain the overall integrity of the shared Financial Management System
- Promote the review of financial policy, systems and practice to deliver a programme of continual improvement, automation and self service to customers and deliver on the exploration of the systems full benefits.
- Play a key role in the integration of performance and financial information.
- To be responsible and accountable for the budgets, procurement and contracts of the Resources and Performance Team.
- Lead on the development and delivery of the Resource and Performance team's Service Plan and review performance against that plan. Manage new initiatives and key projects as appropriate.