

JOB DESCRIPTION

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| Job Title: | Head of Finance |
| Accountable to: | Director of Corporate Governance |
| Line management: | Service Managers with responsibility for specific functions that fall under the overall responsibility of the Head of Finance |
| Key Relationships: | Corporate Management Team and Heads of Service Conveners and Vice-Conveners of relevant service Committees Elected Members Trades Unions Appropriate public service partners |

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| 2. JOB PURPOSE |
| <p>To ensure the Council’s corporate aims and objectives are achieved through the provision of advice on the development of policy, the implementation of key corporate initiatives and the delivery of an effective Finance service related to Revenue Services, Accounting, Budgeting and Treasury Management.</p> <p>To ensure that the Service is delivered with maximum effectiveness, ensuring that delivery recognises the changing needs of customers.</p> <p>To undertake, on behalf of the Council, all duties and responsibilities associated with the role of:</p> <ul style="list-style-type: none"> • The Proper Officer under Section 95 of the Local Government (Scotland) Act 1973 |

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| 3. CORE RESPONSIBILITIES | |
| 3.1 | • providing effective management and leadership |
| 3.2 | • maximising levels of performance, motivation and morale of staff |
| 3.3 | • being action-oriented and people-focused |
| 3.4 | • coaching and developing staff |
| 3.5 | • maintaining and promoting the core values and corporate goals of the Council and ensuring they are communicated effectively to staff |
| 3.6 | • actively supporting and implementing corporate objectives, and being accountable for the delivery of those objectives |
| 3.7 | • ensuring that staff are kept well informed about corporate objectives and priorities and matters that impact on their employment and the service they provide |

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| 3.8 | <ul style="list-style-type: none"> • using resources appropriately to achieve best value results for the organisation and the wider community, keeping a considered and appropriate balance between cost, quality and price |
| 3.9 | <ul style="list-style-type: none"> • continually reviewing service performance and striving to improve the quality and efficiency of the service within their functional area |
| 3.10 | <ul style="list-style-type: none"> • working with others co-operatively (including external organisations where appropriate) to meet corporate objectives |
| 3.11 | <ul style="list-style-type: none"> • actively promoting and delivering equality of opportunity to staff and service users |
| 3.12 | <ul style="list-style-type: none"> • actively contributing to a flexible, agile and learning organisation |
| 3.13 | <ul style="list-style-type: none"> • proactively managing the health and safety of staff within the post's functional area and ensuring that all key elements of effective health and safety management are in place (e.g. risk assessments) |
| 3.14 | <ul style="list-style-type: none"> • recruiting competent staff |
| 3.15 | <ul style="list-style-type: none"> • valuing others by delegating responsibility and demonstrating trust within agreed boundaries |
| 3.16 | <ul style="list-style-type: none"> • creating a culture where innovation and managed risk taking are encouraged |

4. ROLE SPECIFIC RESPONSIBILITIES

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| | <p>This post assumes responsibility for the proper financial management of the council under section 95 of the Local Government (Scotland) Act 1973. The specific roles that the Head of Service will be responsible for will include: Financial Strategy, Accounting, Treasury Management, Budgeting, Pensions, Debtors and Creditors, Financial Planning, Insurance, Revenues and Benefits, VAT Management and Service Performance.</p> |
| 4.1 | <ul style="list-style-type: none"> • To develop, manage and implement Council Policy in relation to Finance |
| 4.2 | <ul style="list-style-type: none"> • To plan, manage and continuously review the utilisation of the Service's resources, i.e. employees, finance, equipment, property etc. to optimise performance of the Service and ensure contractual obligations are met |
| 4.3 | <ul style="list-style-type: none"> • To monitor budget allocation across the Service, identify variances and take appropriate action as necessary to ensure statutory or other financial obligations are achieved |
| 4.4 | <ul style="list-style-type: none"> • To ensure compliance with any current and future legislation affecting Finance |
| 4.5 | <ul style="list-style-type: none"> • To develop meaningful relationships with Elected Members, Customers and Colleagues and provide expert advice on developing their service needs |
| 4.6 | <ul style="list-style-type: none"> • To prepare specifications/tender documents incorporating the Council's core commitments to provision of quality services and Best Value |
| 4.7 | <ul style="list-style-type: none"> • To maintain and develop employee relations to ensure the Service achieves its goals |
| 4.8 | <ul style="list-style-type: none"> • To provide effective managerial direction, motivation and leadership to all the Service's employees through formal/informal meetings, counselling, supervision and personal example |
| 4.9 | <ul style="list-style-type: none"> • To prepare, implement and maintain the Finance plan |
| 4.10 | <ul style="list-style-type: none"> • Preparation of Committee and any other Reports related to any aspect of the Corporate Governance Directorate |

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| 4.11 | <ul style="list-style-type: none"> As a member of Corporate Governance Directorate, to actively participate in the development of policy strategy and other initiatives |
| 4.12 | <ul style="list-style-type: none"> Liaison with such agencies, organisations and government departments as may be necessary for the achievement of the Council's Finance goals or policies and the efficient management of the Service |
| 4.13 | <ul style="list-style-type: none"> To initiate, develop and support the delivery of services utilising alternative delivery models |
| 4.14 | <ul style="list-style-type: none"> To represent the Director of Corporate Governance, Chief Executive or Council as necessary, including attendance at conferences, seminars, meetings, public enquiries and tribunals |
| 4.15 | <ul style="list-style-type: none"> To develop service strategies and service plans setting performance targets, performance indicators, and staff development plans. Monitoring performance, effective management of all staff and ensuring that all staff have a work plan and regular review sessions in accordance with the Council's Performance Monitoring Schemes, or as directed by the Director of Corporate Governance |
| 4.16 | <ul style="list-style-type: none"> To assist the authority to put in place an appropriate control environment and effective internal controls which provide reasonable assurance of effective and efficient operations, internal financial controls and compliance with laws and regulations |
| 4.17 | <ul style="list-style-type: none"> To ensure that the financial statements meet the requirements of the law and of accounting standards as reflected in the Code of Practice on Local Authority Accounting in Great Britain, developed by CPFA/LASAAC Joint Committee |
| 4.18 | <ul style="list-style-type: none"> To ensure that corporate Financial Policies are effectively co-ordinated and implemented at all levels across the Council |
| 4.19 | <ul style="list-style-type: none"> To arrange with appropriate consultation for the annual revenue and capital budgets to be prepared and to ensure appropriate budgetary control are effectively implemented and maintained |
| 4.20 | <ul style="list-style-type: none"> To be responsible for the development, review and maintenance of financial management procedures and systems in relation to: <ul style="list-style-type: none"> arrangements for the collection of all income; arrangements for the payment of creditors; arrangements for borrowing transactions on behalf of the Council; provision of a banking service; preparation of statutory accounts. |
| 4.21 | <ul style="list-style-type: none"> To be responsible for the Council's insurances and treasury management |
| 4.22 | <ul style="list-style-type: none"> To provide advice and assistance to, and participate in, Trusts and other bodies or organisations as directed by the Council |
| 4.23 | <ul style="list-style-type: none"> To maximise the funds available to the authority from all sources |
| 4.24 | <ul style="list-style-type: none"> To advise the authority on issues to the Joint Assessor and other Boards, covering Aberdeen City Council |
| 4.25 | <ul style="list-style-type: none"> To ensure that the authority puts in place effective internal financial controls covering codified guidance, budgetary systems, supervision, management review and monitoring, physical safeguards, segregation of duties, accounting procedures, information systems and authorisation and approval processes |
| 4.26 | <ul style="list-style-type: none"> To ensure that effective systems and procedures for financial administration are in place and meet the requirements of the law. For example, revenue collection and payment systems should ensure that income collected and |

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| | payments made are accurate, complete and timely |
| 4.27 | <ul style="list-style-type: none"> To ensure the effective management of cash flows, borrowings and investments of the authority's own funds or any pension and trust funds it may manage on behalf of others, and ensuring the effective management of associated risks, and the pursuit of optimum performance or return associated with those risks |
| 4.28 | <ul style="list-style-type: none"> To ensure that the authority maintains a prudential framework and keeps its commitments in balance with available resources |
| 4.29 | <ul style="list-style-type: none"> To advise on corporate risk profiling and management, including safeguarding assets, risk assistance and insurance |

The above is intended to provide a description of the **KEY TASKS** and **ACTIVITIES** of the job. Duties and responsibilities attached to jobs may change from time to time without changing the general character of the duties or the level of responsibility entailed.

| 7. EXPECTED BEHAVIOURS | | | | |
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| Management Core Competencies | Level 1 | Level 2 | Level 3 | |
| Team Leadership | | | √ | |
| Developing Others | | | √ | |
| Empowering Others | | | √ | |
| Best Value Focus | | | √ | |
| Core Competencies | Level 1 | Level 2 | Level 3 | Level 4 |
| Working with Others | | | | √ |
| Acting with Integrity | | | | √ |
| Customer Focus | | | | √ |
| Achieving Results | | | | √ |
| Continuous Improvement | | | | √ |
| Being Accountable | | | | √ |

