

## **JOB PROFILE**

<b>Designation:</b>	<b>Head of Revenue Accounts</b>
<b>Directorate:</b>	<b>Business Support Department</b>
<b>Responsible to:</b>	<b>Chief Finance Officer</b>
<b>Grade:</b>	<b>Service Manager</b>

### **JOB SUMMARY**

The postholder is responsible for the coordination and delivery of the annual revenue budget process including:

- Preparation of medium term financial projections for all funding sources including liaising with the Head of Corporate Accounts to produce forecasts for Council Tax and Business Rates, and reporting on the impact of the local government finance settlement
- Coordination of the process to identify any pressures or savings opportunities
- Reporting to Members through the MTFs or Financial Outlook as appropriate
- Production of the revenue elements of the Draft Budget in line with the timescales set out in the Constitution
- Production of the revenue elements of the final budget report and Council Tax Resolution for Council approval.

The postholder will lead the provision of an effective Finance Business Partnering service to the organisation, delivering high quality accountancy support to all revenue services. Leading a team of accountants the postholder will ensure a robust revenue budget monitoring process is in place, coordinating, validating and reporting on the forecasts produced by budget/service managers.

The postholder will lead the closure of the accounts to revenue stage and support the Head of Corporate Accounts in the delivery of the financial statements and external audit.

The postholder will also be responsible for ensuring the completion of all revenue statutory financial returns liaising with the Head of Corporate Accounts as appropriate.

### **PERSON SPECIFICATION**

#### **Qualifications/Experience**

- Significant experience in a senior finance position with a relevant professional accountancy qualification, preferably CIPFA.
- Extensive experience of financial management or audit processes in local government, or a similar environment, including the use of large financial management systems.
- Proven experience in Microsoft office packages, with particular emphasis on excel skills

- Demonstrable ability to build sound, productive working relationships with colleagues, partners and employees. Seeks opportunities for partnership working that will benefit the service area.
- Ability to communicate clearly both orally and in writing, adapting style to suit different needs.

### **Strategic Vision**

- Demonstrable ability to contribute to the ongoing development and achievement of the strategic vision for the service, using a range of information on future trends to set measurable performance objectives and inform strategic thinking.
- Provides leadership on the identification of the future trends (e.g., technical market, industrial, social economic, legislative).
- Sets strategy and develops plans, policies and processes for the accounting, budgeting and, where applicable, charging of resources and services, including the definition of cost models and charging models.

### **Organisational Insight**

- Can demonstrate an extensive understanding of the service, its activities and policies and the market/external comparators for it.
- Ability to inform and engage with Elected Members.

### **Inspirational Leadership**

- Demonstrates strong leadership with integrity, whilst also promoting equality.
- Encourages creativity, innovation and improvement.
- Ability to influence decision makers to facilitate progress and achievement of objectives.

### **Stakeholder Management**

- Demonstrable ability to build sound, productive working relationships with colleagues, partners and employees. Seeks opportunities for partnership working that will benefit the service area.
- Ability to inform and engage with elected members.
- Ability to communicate clearly both orally and in writing, adapting style to suit different needs.

### **Service Effectiveness**

- Ability to develop a strong service culture, developing, managing and measuring service plans and objectives.
- Demonstrable ability to develop resource plans to meet service requirements drawing up realistic budgets and using information effectively. Managing programmes and projects, assessing and dealing with risks.
- Assures that the organisation's business processes are compliant with relevant legislation, and that the organisation operates according to the principles embedded in relevant standards

### **Leading Change**

- To be proactive in instigating change.
- Ability to embed change, supporting wider council initiatives.
- Demonstrable ability to make decisions and solve problems within limits of authority, to enable progress.

### **Team Engagement**

- Demonstrable ability to build a motivated, engaged team. Ensuring that individuals and teams have targets/objectives and development plans linked to service goals.

### **ORGANISATION**

- **Describe how and by whom the post is managed:** The post holder will be managed by the Chief Finance Officer
- **Job context - describe the main contacts, both internal and external and the purpose of those contacts:** The post holder will communicate regularly with all levels of internal staff, elected Members and external Finance stakeholders.

### **PHYSICAL DEMANDS**

Generally undertakes tasks in a sedentary position but is able to lift or carry items or bend or stretch when required.

### **EMOTIONAL DEMANDS**

Is not normally required to have contact with, or work for, other people (other than immediate work colleagues) which, through their personal circumstances or behaviour place emotional demands on the jobholder.

### **RESPONSIBILITY FOR PHYSICAL RESOURCES**

Takes high direct responsibility for any of the following:

- the adaptation, development or design of significant information systems.
- the adaptation, development or design of a wide range of equipment, land, buildings, other construction works or equivalent.
- security of a range of high value physical resources.
- ordering of a wide range of equipment and supplies.
- making a significant contribution to the adaptation, design or development of either large-scale information systems for use by others, or of a range of equipment, land, buildings, other construction works or equivalent.
- providing interpretation, advice and guidance on the operation and implementation of external regulations and statutory requirements in relation to physical resources. This may require adaptation of internal policies and procedures.
- a shared responsibility for the development of policies and procedures in relations to physical resources which will have a significant impact on the operation of that service or department.

### **WORKING CONDITIONS**

Deals with occasional exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour.