

WOKING BOROUGH COUNCIL JOB PROFILE



Job Description

Job Title: Deputy Director for Finance

Pay Grade: W9

Directorate: Corporate Services

Team: Finance

Reporting to: Strategic Director for Finance (s151)

Job Purpose:

Reporting to the Strategic Director for Finance, this role acts as a Deputy to Section 151 Officer. The role will take a lead on ensuring there are robust budget monitoring and reporting processes are in place.

The role will also be integral to the Council responding to Government intervention and the issuing of a Section 114 Notice in May 2023. As part of this programme, they will support the Financial Recovery theme of the Council's Improvement and Recovery Plan. This theme aims to ensure sustainable budget management, making difficult decisions whilst delivering against council strategic priorities and safeguarding future capacity.

Alongside this strategic improvement role, this role will also play a key role in the development of the Finance team, ensuring they have the right knowledge and skills to support the Council's improvement journey.

Main Tasks:

1. To provide lead support to, and deputise for, the Strategic Finance Officer.
2. Lead role for development and preparation of budgets, budget monitoring, and preparation and audit of the accounts.
3. Line management of the Financial Management Team, providing budgetary and accounting services to the Council.
4. As a member of the Council's Senior Management Team, contribute to the effective design and subsequent delivery of the Council's key priorities as specified in the Improvement and Recovery Plan and Medium-Term Financial Strategy

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5. Contribute to and support corporate governance across all of the Council's activities.
6. Support the delivery of the Annual Internal Audit Plan
7. Support the delivery of effective policies and strategies that deliver the Council's priorities and long-term financial sustainability.
8. Help ensure the Council fulfils its lawful obligations, statutory duties, and performs its functions and activities in accordance with the law and the principles of good financial governance.
9. Build and maintain effective working relationships with Elected Members to assist in strategic decision-making and policy making.
10. Plan and control the production of relevant, accurate and timely financial performance and management accounting information for Members, Strategic Director and budget managers.
11. Plan and control the production of financial planning information and forecasts for each Business Area and for corporate consolidation.
12. Support the management and development of the Finance team, ensuring that they have the right knowledge and skills to support the Council's financial improvement journey.
13. Ensure the delivery of the agreed business area through performance management of the team and individuals.
14. To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

Person Specification

E = Essential, A = Application Form, I = Interview, P = Presentation

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