



ASHFORD BOROUGH COUNCIL

JOB DESCRIPTION

JOB TITLE:	Assistant Director of Finance
GRADE:	MG3
POST NUMBER:	1306
SERVICE:	Finance
RESPONSIBLE TO	Corporate Director (Finance)
JOB SUMMARY:	To manage Finance (including revenues & benefits, corporate accounting and financial management, exchequer management, procurement & contract management and Investigations) with responsibility for developing the performance and quality of the unit's front-line and support services. To be responsible for the preparation of the Council's Medium Term Financial Plan, annual budget, capital programme and Final Accounts. This includes managing process of developing the strategy in conjunction with elected members including cabinet forward planning and briefing opposition members as well as managing the member scrutiny of the budget. Have operational responsibility for the Council's accounting, financial and budgetary procedures and Procurement, ensuring compliance with legislation and codes of practice. Act as a key advisor on finance matters to the Council, its Members and officers. To be one of the designated deputies (Deputy S151) for the Councils Chief Financial Officer. To support the Council's companies this can be through the performance of specific company roles (e.g. Company Secretary, Director). Supporting the development of robust business planning and financial appraisals of projects.
ROLE REQUIREMENTS:	
1.	Responsibility for directing the unit managers to ensure the smooth running of services, and to plan and monitor the progress and performance of Finance, including revenues and benefits. Actively ensure performance management and appraisal of staff is undertaken regularly and consistently.

2.	Responsibility for the preparation of the Medium Term Financial Plan and the Council's Annual Budget, liaising with the Corporate Director, the Deputy Chief Executive (s151), the Chief Executive and cabinet members on matters of strategy. This includes • Developing the strategy with Cabinet and shadow portfolio holders in working groups • Taking advice from specialists on the external factors affecting the councils finances, review and incorporate into Council reports • Being responsible for the production of the landmark reports within the financial planning cycle • Leading on the scrutiny process for the budget.
3.	To supervise and co-ordinate financial management and accounting arrangements across the Council, and to ensure that arrangements comply with legislation, codes of practice and good practice.
4.	Operational responsibility for preparing the Council's Statement of Accounts within the timescales stipulated by legislation and liaison with external audit to ensure an unqualified audit certificate is issued.
5.	Be the primary lead point of contact for the Council and the external auditor to make sure the relationship is effective and drives an efficient process.
6.	Undertake financial review and project work such as financial modelling and service reviews. Providing financial advice to any new ventures or initiatives undertaken by the Council.
7.	Provide technical support to the Senior Leadership Team in calculating or predicting the level of resources available to the Council.
8.	Responsibility to ensure that legislative change and proposals for such and all other changes affecting the work of the service and the Council's financial management are monitored, analysed, reported upon and actioned.
9.	Support the technical leads for Investigations, procurement and contract management promoting and championing their activity at a corporate and member level

10.	Responsibility for the financial input into the Council's performance management framework and that an effective budget monitoring system is in operation throughout the authority.
11.	Oversee the Council's treasury management, taxation, insurance and other sundry income collection arrangements.
12.	Review and manage the Council's Strategic investments funds (including cash deposits and pooled investment funds)
13.	Manage the Council's debt portfolio in the most efficient way that supports the council's medium term financial plan.
14.	Ensure that revenues and benefits accounting and collection arrangements within the service are sound and that subsidy accounting complies with regulations.
15.	Ensure that there are up to date policies for the discounts and exemptions offered, e.g. the Local Council Tax Reduction Scheme, Long Term empty properties, Second Homes premiums.
16.	Ensure the service develops and maintains an integrated and forward forecasting capability to the management of business rates, council tax collection and new homes bonus, and that risks and opportunities arising from the business rates retention scheme and new homes bonus scheme are routinely monitored and advised upon.
17.	To control the service's overall budget and keep under review its performance ensuring that agreed standards and targets are achieved.
18.	To participate in Management Team and contribute to policy development and reviews outside of the immediate management discipline
19.	To investigate and report on complaints received relating to Finance at second level unless it is more appropriate for a second level complaint to be considered by the Corporate Director.
20.	To prepare and review the Service Development Plan, ensuring it is consistent with corporate objectives.
21.	To maintain external contacts that will assist with the efficient and effective management and development of the Council and to secure additional stakeholder involvement in the service's work.

22.	To promote, communicate and help deliver the corporate agenda and directives, and to facilitate a two-way exchange of views and ideas throughout all levels of the Authority.
23.	To prepare reports for and attend cabinet meetings, and meetings of cabinet task groups, working groups and all other meetings as directed. Responding quickly and effectively to Members' and media enquiries.
24.	To promote and support the work of the council's Investigation Service to ensure that Fraud and error is identified and prosecuted to the full extent of the law.
25.	To make sure that the work of the Investigations supports the wider objectives of the Councils business plan, e.g. tackling homelessness, targeting environmental crime.
26.	To enhance your own performance by continuously developing your own knowledge and skills and optimising your own resources to meet your objectives.
27.	To promote a style of operation which encourages staff empowerment and personal responsibility in order to maximise the potential of all staff to contribute to the Service and corporate agendas.
28.	To support the Councils companies either through the performance of specific company roles (e.g. Company Secretary, Director) or by being available to support those officers in those roles. This support could include the development of robust business planning and financial appraisals of projects for the companies as well as supporting the governance processes. Where appropriate participate in board meetings and promote the interests of the company and its shareholder (s) Work with the Companies Auditors to ensure that the financial affairs of the companies are properly managed and that their financial statements can be integrated into those produced for the Council
29.	To act as one of the Councils nominated 'Deputy Section 151' officer. Appointed by the Section 151 officer you will act as their nominated deputy by: • Being a key member of the leadership team • Be actively involved in/influence key business decisions • Promote throughout the organisation good financial management and stewardship of public resources.

	• Making sure that public money is safeguarded at all times and used appropriately achieving the 3 e's • When necessary to fulfil the function of the Councils S151 officer as outlined in law when the substantive holder of the role is unable to do so.
30.	Equal Opportunities a) To promote equality of opportunity in employment and service provision, and eliminate unlawful discrimination. b) To recognise that people have different abilities to contribute to the Council's goals and performance and to take necessary action to give everyone a chance to contribute and compete on equal terms.
31.	Emergency Planning a) To participate as required in the Council's Emergency Planning operations including undertaking training and exercising as directed b) To participate in the response to an emergency which may involve duties outside your normal job description and at times outside your contracted hours. c) To participate in the recovery stage following the emergency.
32.	Business Continuity In the event that an incident has occurred which disrupts the Council's ability to deliver its critical functions, to undertake duties within your competencies in other departments and/or at other locations.
33.	Data Protection To ensure that data quality and integrity is maintained and that data is processed in accordance with Council policy, the Data Protection Act, the Freedom of Information Act, and other legislation.
34.	Health and Safety All employees have responsibilities under The Health and Safety at Work Act 1974. These responsibilities are laid out in the Council's Health and Safety Policy, available on the Intranet or from Personnel.
35.	Safeguarding Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and adults at risk of harm within the borough.

36.	Additional Duties To undertake any additional duties of a similar level of responsibility as may be required from time to time.
OTHER CONDITIONS: Essential car user April 2025	

PERSON SPECIFICATION

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	Essential	Desirable
EDUCATION & TRAINING/ QUALIFICATIONS	CCAB or CIMA Qualification	Degree in relevant subject Institute of Directors
EXPERIENCE	Relevant financial experience in Local Government Management within a Financial department Financial lead on Corporate Projects Reporting to Members and Management	Understanding of Revenues and Benefits Understanding of Counter Fraud Understanding of Audit functions Management at multi-service level Public consultation Board experience
SKILLS & KNOWLEDGE	Knowledge of Local Government CODE and other relevant legislation Knowledge of Financial Procedure Rules Knowledge of IFRS accounting rules IT systems including Microsoft applications Communicate effectively Good problems solving skills with ability to present a range of solutions	Treasury management – including management of debt portfolios and pooled investment vehicles.

OTHER REQUIREMENTS	Understanding of the pressures faced by Local Authority finance, including funding. Ability to meet tight deadlines and work under pressure Positive and flexible attitude to change Good communications skills uses appropriate communication methods Good approach to customer service and stakeholder management/working.	
OTHER ESSENTIAL REQUIREMENTS TO CARRY OUT POST:		



KEY COMPETENCY AREAS

Our Competency Framework has been developed and reviewed over several years in order to achieve a set of professional and key behaviours that our team display every day within our roles.

It applies to every member of staff, regardless of their role or service that they work for. It considers best practice but also the level at which our team members work in different areas of their job. So although the competency itself will apply to all levels, how it is evidenced within the individual job role may vary.

The competencies will be used for:

Recruitment and Selection – interview questions will be based on these key behaviours to ensure we are bringing the right people into the organisation.

Performance management including appraisals – to keep checking that we are all displaying the right behaviours that will ensure the success of the council's aspirations

Training and development – to help our teams and individuals focus on developing key behaviours and characteristics

The 9 basic competencies fall under our three values which are integral to the way we do things around here:

AMBITIOUS	CREATIVE	TRUSTWORTHY
Positive	Innovative	Professional Behaviour
Continuous Improvement	Open to Change	Accountable
Commercial and Enterprising	Decision Making and Problem Solving	Communication

