

**BURY METROPOLITAN BOROUGH COUNCIL  
JOB DESCRIPTION**

<b>Post Title:</b> Deputy Chief Finance Officer	
<b>Department:</b> Corporate Core Services	<b>Establishment/Post No:</b>
<b>Division/Section:</b> Finance	<b>Post Grade:</b> Chief Officer Band E
<b>Location:</b> The post holder will be based within the Bury Campus, however may be required to travel within the locality to deliver the requirements of the role	<b>Post Hours:</b> 37 hours per week
<b>Special Conditions of Service:</b> Will be required to work outside normal office hours as necessary.	

**Purpose and Objectives of Post:**

1. To act as Deputy Section 151 Officer
2. To implement, monitor and report on the council's Medium Term Financial Strategy
3. To implement and monitor the Council's Long Term Finance Strategy and Plan including the financial strategy for schools and associated funding streams, as well as leading the finance input to the Council's Transformation Programme
4. To provide technical financial leadership for the Council across such issues as treasury management, commercial, investments, the Housing Revenue Account, pay Services (Payroll, Pensions and Accounts Payable), Insurance and commercial and investment activity
5. To provide technical financial leadership for the Council, providing advice and developing long term deliverable financial plans that deliver a balanced budget in line with agreed outcomes and meet the needs of Bury.
6. To implement and monitor the Council's Long Term Finance Strategy and Plan and to lead the finance input to the Council's Transformation Programme
7. To lead on the financial input to the efficiency agenda within the Council, including reviewing financial processes to optimise the efficiency and effectiveness of these processes and to ensure the finances and resources of the Council are used in the most effective and efficient manner.
8. Oversee the Management of the Financial Management (including Audit) and Management Accountancy teams and to develop and maintain governance standards internally and as part of the Council's approach to partnership working.
9. Oversee the Corporate Procurement section and develop and maintain good procurement and project planning standards both within the Corporate Core and across departments..
10. Oversee all aspects of the Revenues Division including, Council Tax and Revenues and Benefits.
11. Oversee the management of the Council's Capital Programme and the development, delivery and monitoring of the Council's Capital Strategy
12. Oversee the monitoring of performance data relating to all financial services
13. Underake a variety of specific projects (on-going and task/finish) as directed by the Joint Executive Director of Finance.

**Accountable to:** Joint Executive Director Finance

**Immediately Responsible to:** Joint Executive Director Finance

**Immediately Responsible for:** Head of Financial Management; Head of Management Accountancy, Revenues Division, Head of Corporate Procurement

**Relationships: (Internal and External)**

Council Members	Members of Parliament
All Council/CCG Finance staff Officers of other authorities and public bodies	External Auditors
Executive Directors and Chief Officers	Suppliers of financial and other services
Budget Holders	Central Government Officials
Members of the Public	External Partners
Consultants	

**Control of Resources:**

Financial –Co-ordination & control of overall Council budget and responsible for divisional budget  
Personnel – Supervision of staff  
Equipment/Materials – Ensure proper use of equipment & technology within the Service

## **Duties/Responsibilities:**

### **Management**

- To deputise for the Joint Executive Director Finance with regard to own areas of responsibility.
- To oversee the management of Management Accountancy, Financial Management, Procurement and the Revenues Division.
- To oversee the management of the Corporate Procurement function , ensuring that all aspects of their responsibilities are linked to efficient strategies
- To assist the Joint Executive Director Finance in the preparation of the Financial Services Service Plan
- To oversee the development, negotiation, implementation and monitoring of Service Level Agreements for all of Financial Services.
- To provide leadership, support and direction to staff by encouraging, motivating and developing them and promoting/co-ordinating continued professional development
- To identify financial and efficiency training needs across the Council and to co-ordinate the provision of financial training in conjunction with the Organisational Development.
- To be responsible for the performance management/monitoring of all services within own areas of responsibility.
- To ensure adherence within the Division to the Council's personnel policies, including recruitment and selection, disciplinary and grievance procedures.

### **Strategic Financial Advice**

- To develop, implement and monitor the Council's Long Term Financial Strategy and, as part of this process, to ensure consistent financial linkages are developed, maintained and evidenced between all the plans and strategies produced by the Council.
- To oversee the production of the Council's Capital Strategy and other financial strategies/plans as determined by the Joint Executive Director of Finance.
- To oversee the production and publication Council's Procurement Strategy and Delivery Plan
- To co-ordinate and lead the development of the Council's Priority-led Budget Review Process.
- To provide strategic financial advice across the CouncilPartners and other Stakeholders on new initiatives/legislation/service changes. To take a lead role in developing joint working across the Council, Partners and Stakeholders and develop soundly based productive working relationships, including the development of a Community Budgeting process.
- Ensure integration across the Council Service and Financial Planning to deliver the Council's Aims and Objectives.
- To oversee the preparation of the Annual Revenue Budget and Capital Programme.
- To conduct negotiations and represent the interests of the Council with external parties and stakeholders.
- To prepare reports to and for the Chief Executive, Deputy Chief Executive, Corporate Core Management Team, Joint Executive Team, the Cabinet, Scrutiny Panels etc.
- To represent the Joint Executive Director of Finance on Council/CCG/other relevant regional and national working groups.
- To lead and co-ordinate the professional finance input to the transformation agenda, reflecting the needs and priorities of the Council.

### **Risk Management**

- To develop, implement, monitor and report on the development of the Council's approach to Risk Management including development of the Risk Management Strategy, risk assessments and risk mitigation plans
- To embed the Council's approach to risk management within the budget setting and monitoring processes
- To be responsible for the production and maintenance of the Council's Statement of Internal Control

## Revenues Division

- Responsibility for managing and overseeing the Revenues Division, which includes the following core service areas including Council Tax; Benefits; Business Rates Corporate Fraud; Subsidy; Welfare Support; Aged Debt; Customer Accounts / Sundry Debts.

## Corporate Procurement/Project Planning

- To oversee the development of best practice in project planning and procurement within the Council and across GMCA to achieve best value through smart procurement processes and systems.
- To support and promote procurement projects within the Council and across GMCA, Team Bury and agreed Alliances.

## Other Duties

- To ensure that financial decision making and procurement within the Council are undertaken in accordance with financial regulations and standing orders and to provide interpretation and advice.
- To oversee the development of the Council's corporate Financial Management System.
- To contribute as appropriate to Council wide corporate projects, activities, initiatives, strategies.
- To initiate/undertake/participate in strategic and cross-departmental financial reviews or appraisals.

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.  
As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.
- To contribute to and participate in the Authority's Emergency Planning Arrangements

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee who may have his/her Trade Union Representative present if so desired (see paragraph 203 of supplemental Conditions of Service)

<b>Job Description prepared by:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Postholder:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Supervisor/Manager:</b>	<b>Sign:</b>	<b>Date:</b>