# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Head of Finance - Adult Social Care and Health

# Department: Business Services

# Grade: [Local Managerial Grade 5](https://www.eastsussex.gov.uk/jobs/working-here/pay/local-managerial-grades)

# Responsible to: Chief Finance Officer

# Purpose of the Role:

The Head of Finance role is a member of the Finance Management Team at East Sussex County Council. By contributing to the collective leadership of this group you will provide management oversight of the whole Finance function, ensuring the activities undertaken by Finance staff meet the strategic and operational objectives of the service and support the Council in achieving best use of resources for its residents.

Working closely with key stakeholders in Adult Social Care, Public Health and partner organsitions, you will attend departmental management team meetings, acting as a trusted business partner and being involved in all stages of strategic decision making. You will also contribute to joined up working between health and social care, working with NHS partners to enable the most cost-effective health and care outcomes for the residents of East Sussex.

You will manage the Adult Social Care and Public Heath Finance Team, delivering high quality financial support and advice to budget holders across Adult Social Care and Public Health. You will ensure the team’s objectives support the overall aims and objectives of the Business Services department and that staff are proactively engaged in the development of the wider Finance service. This will involve coaching and mentoring staff, embedding the council’s values and behaviours and supporting your team as they adapt to changes in workstyles and new systems.

# Key tasks:

1. Lead the operational delivery of finance services that support the preparation of medium term financial plans, other statutory plans, annual revenue budgets, bids for the capital programme, providing strategic financial advice to support the development of the Adult Social Care departmental budget strategy, ensuring that plans reflect statutory funding requirements.
2. Lead and have oversight of the preparation of regular and timely reports on the financial performance of the Adult Social Care department for consideration by the Departmental Management Team, ensuring key performance indicators, risks and opportunities are clearly identified.
3. Contribute to the collective leadership of the Financial Management Team, promoting effective financial controls and procedures, encouraging best practice, broadening of skills and knowledge and expertise, and supporting the continued professional development of all Finance staff
4. Ensure that arrangements are in place for the closedown of accounts at the end of each financial year in accordance with statutory requirements, accounting standards and good practice.
5. Support the role out and embedding of the council’s new financial system, ensuring the Finance team is proactively contributing, advocating the benefits, and fully engaging with services at all points.
6. Remain informed of emerging and new legislation, major external and internal initiatives, specific grants and other funding streams, assessing the financial impact for Adult Social Care and Public Health, providing advice to senior managers and Heads of Service and ensuring compliance with relevant conditions.
7. Deputise for the Chief Finance Officer as required and represent departments at meetings as required.
8. Promote a culture of financial management which empowers budget holders and delivers financial services in a way that is supportive of and complementary to the strategic objectives of the Council.
9. Develop links between the budget and non-financial performance levels including the identification of cost drivers and their relationship to expenditure and income.
10. Manage and lead a team of staff by recruiting, training, and developing them through effective hybrid working, to ensure that agreed outcomes and targets are achieved.

# PERSON SPECIFICATION

# Essential education and qualifications

* Accountancy qualification, preferably CIPFA, and full professional membership of CCAB, CIMA or equivalent body.

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Proven sound financial management skills.
* Ability to analyse and interpret accounting data and regulatory requirements.
* Ability to provide services which have been designed to meet customer needs and expectations, and which conform to the highest professional standards, within a framework of accountability to stakeholders.
* Ability to work collaboratively with internal and external stakeholders.
* Knowledge of Local Government finance, business planning and performance management.
* A knowledge of the key issues facing the public sector and Local Government in particular.
* At least 5 years experience within a finance department of a large organisation.
* Experience of accountancy work in a large organisation.
* Self-motivated with the ability to lead a team and enthuse and motivate others.
* Customer focussed with a professional and confident manner.
* Ability to work under pressure and meet deadlines.
* Committed to continuous development and improvement.
* A good understanding of equality issues both as they apply to the workplace and to meeting the needs of service users.
* A firm commitment to continuing professional development for self and team.
* Willingness and ability to travel within and outside the County.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Management qualification or on the job experience supplemented with relevant training
* Knowledge of Microsoft Office applications and conversant with financial management applications such as Oracle (or similar) software.
* Experience of working in both central and service finance teams in a local authority.

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |