



LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE: Head of Financial Strategy & Capital

Grade: MG2

DIVISION/SECTION: Resources, Revenues & Benefits

Location: Various offices according to the needs of the service

Responsible to: Assistant Director Resources, Revenues & Benefits

Responsible for:
Financial Strategy
Capital Strategy
Risk Management

Post number: TBC

Date: August 2018

MAIN PURPOSE

- Responsible for the development and implementation of the council's financial strategy.
- Responsible for the development and implementation of the council's capital strategy and accounting
- To ensure effective management and maintenance of the council's financial data through appropriate systems.
- Responsible for the Council's approach to Risk Management.
- To lead and manage the Financial Planning and Capital team.
- To be a member of the Divisional Management Team and participate in the overall management of the Division.

MAIN DUTIES AND RESPONSIBILITIES

Professional

- To provide proactive expert advice to Members, the Director, Head of Service and managers across the authority on financial and capital strategy and accounting.
- Accountable for the development and implementation of the council's financial strategy, liaising as required with central government departments, external agencies and other local authorities.
- Accountable for the development and implementation of the council's capital strategy and capital accounting.
- To keep abreast of developments in local government funding, financial strategy and capital accounting, and ensure that the council's arrangements operate in compliance with legislative and regulatory requirements and good practice.
- To identify and forecast the funding and income available to the council, together with the risks associated with each source of finance and potential impact of such risks.
- To identify and advise on ways in which the council can maximise the financial resources available to it.
- To be responsible for the Council's approach to Risk Management, liaising with senior stakeholders to establish corporate and departmental strategic risks and translating these into activity that can be monitored through appropriate Performance Indicators and targets.
- To identify, forecast and analyse the impact of corporate spending pressures, together with the risks associated with these pressures and the potential financial impact of such risks.
- To oversee the production and maintenance of the council's financial strategy, including identification and future projection of available funding and income and corporate spending pressures.
- To act as the Information Asset Owner for council's financial data and information.
- Responsible for the development and maintenance of effective management information arrangements for the Resources, Revenues and Benefits Division.
- To act as the lead officer (client side) for the implementation and maintenance of effective business systems for information and data management.
- To manage a comprehensive training and induction programme for the council's accountancy trainees.

Managerial

- To lead, manage and develop the Financial Strategy team in accordance with council policies and procedures, legislative and regulatory requirements, covering the provision of quality, cost effective, and customer-focussed services as listed above.
- To be responsible for the team budget in the region of £0.75m per annum.
- To manage the team ensuring that recruitment, training, development, appraisal, performance, workload allocation, supervision, quality assurance, risk and other management activities are carried out in accordance with council policy.
- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division.
- To represent the Head of Service, Director or council, as appropriate at external meetings.
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.
- Any other duties as requested by the Assistant Director or Director.

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PERSON SPECIFICATION

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QUALIFICATIONS AND EXPERIENCE

Professional and post specific requirements

- Full professional membership of CIPFA or equivalent (ACA, ACCA, CIMA)
- Experience of financial planning / strategy / identifying and forecasting available funding and income
- Experience of capital strategy development and delivery in a multi-functional organisation
- Experience of budget development

Management requirements

- Experience of staff management

SKILLS AND KNOWLEDGE

Professional and post specific requirements

- Knowledge of local government finance, accounting practice and the regulatory framework
- Knowledge of local government funding mechanisms and opportunities for income generation
- Understanding of the sources of funding and income for local authorities and the associated risks
- Understanding of local authority expenditure and the associated pressures and risks
- Understanding of capital investment prioritisation and financial management of capital programmes
- Understanding of the management information requirements of a multi-

functional business and how processes, systems and technology can be applied to drive efficiency and effectiveness.

- Strong understanding of the principles and application of risk management.

Managerial and personal requirements

- Good communication skills, both orally and in writing
- Excellent numeracy and analytical skills
- Understanding of the role of support services and how they can contribute to the effectiveness of direct service provision
- Understanding of the principles of value for money and an ability to apply them in the management of support services
- Understanding of project management and governance principles and techniques and ability to apply them to support service projects
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team
- Understanding of the council's vision and mission statement and how they relate to the work of the team

Personal Style and Behaviour

Please refer to LB Merton's Model of Leadership Behaviours (attached).