



**Broxtowe
Borough
COUNCIL**

HEAD OF FINANCE SERVICES

APPLICATION PACK



HEAD OF FINANCE SERVICES

APPLICATION PACK

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ABOUT BROXTOWE

Our Borough

Ideally placed in the heart of England, Broxtowe has a unique landscape which maintains a rich diversity of rural and urban features. We occupy a narrow stretch of land covering 8,055 hectares in South Nottinghamshire. The City of Nottingham borders much of the eastern and southern boundaries of our borough; to the north lies the Nottinghamshire district of Ashfield and to our west the Derbyshire boroughs of Erewash and Amber Valley. Our relatively small size makes us one of the most densely populated councils in the East Midlands.

Two thirds of our borough is open countryside and the main centres of population are Beeston and Stapleford in the south and Eastwood and Kimberley in the north. We have a population of around 110,000 with 48,000 households. Transport links by road and rail are good and we enjoy a wide choice of housing in town and country locations, excellent leisure and recreational amenities and employment opportunities in a wide range of sectors.

Our Council

We are a large local employer with nearly 500 employees and led by a corporate management team consisting of all the Statutory Officers Chief Executive, (Head of Paid service) Deputy Chief Executive (section 151 officer), Executive Director, (CIO) and Monitoring Officer, each of whom has their own departmental responsibilities.

Our offices are mainly located in Beeston and we have a purpose built depot at Kimberley. Bramcote Crematorium is owned and operated jointly with Erewash Borough Council. We operate 3 leisure centres at Bramcote, Chilwell and Kimberley, and the D H Lawrence birthplace museum through a Teckal Company.

We have 44 elected councillors representing 20 wards and they provide strong links to our communities. In addition, we have 9 parish/town councils. Broxtowe Borough Council has a committee system which includes a number of portfolio holders who lead our work, one of which leads on jobs and Economy and another of whom leads the Committee which determines planning applications. Our Corporate Plan ensures that we are focused on delivering high quality services which are value for money and which provide tangible benefits for local people.

The Council is committed to partnership working as we believe that better services can be provided by working together.

CORPORATE PLAN AND CURRENT CHALLENGES

The Council's Corporate Plan covers the period 2021-24.

Our Vision is:

A greener, safer, healthier Broxtowe where everyone prospers

Our Values are:

- Integrity and professional competence
- A strong, caring focus on the needs of communities
- Continuous improvement and delivering value for money
- Valuing employees and enabling the active involvement of everyone
- Innovation and readiness for change

Our Priorities are:

- **Housing:** A good quality home for everyone.
- **Business Growth:** Invest in our towns and our people
- **The Environment:** Protect the environment for the future
- **Health:** Support people to live well.
- **Community Safety:** A safe place for everyone.

Each priority has a number of more detailed objectives. The corporate plan is available on our website on the following link:- <https://www.broxtowe.gov.uk/about-the-council/strategies-plans-policies/corporate-plan/>

All local authorities have faced financial challenges, as spending constraints imposed by Central Government have been imposed, and have faced the challenge of responding to the coronavirus pandemic. Broxtowe Borough Council has risen to this challenge by endeavouring to

- Support our community to claim the benefits they are entitled to and support them to manage debt and maintain financial independence, whilst supporting the most vulnerable and maintain public safety
- Attract external investment and work in partnership to win resources to improve our area
- become more commercially aware (we have employed a Commercial Manager, developed a Commercial strategy, and generated new income streams through implementation of new business ideas)
- Share services where appropriate (we have avoided cost or reduced cost through a range of shared services some of which we lead and some of which we buy in from other authorities)
- Control expenditure (we have reduced costs through a wide variety of management activity including through the use of digital technology) but have tried to preserve employment and avoid compulsory redundancy

- Dispose of surplus assets and invest in assets which provide a financial return and increase employment opportunities
- Increase controllable income
- Change delivery models (we created a private company which we wholly own for the delivery of leisure services and our DH Lawrence birthplace museum)

The delivery of our Business Strategy over recent years has enabled us to reduce our net expenditure significantly, but we know that new challenges lie ahead, so we need new ideas and the active input of all employees as we continue to respond to the economic challenges.

We are modernising the way we work, and have pioneered “new ways of working” investing significantly in our working environment. This has supported paperless working, more flexible/home working, environmental gains and productivity improvements.

The Management structure of the Council is shown on P9 and the structure of the services under the management control of the Head of Finance are shown on page 10.

HEAD OF FINANCE SERVICES

£52,368 to £57,604

Based in Beeston, Nottingham

Broxtowe Borough Council is looking for an individual who will exercise strong and competent professional leadership for our Finance services. This post will deputise for the Deputy Chief Executive as the Council's section 151 officer, manage the performance of the finance function to ensure the provision of a high quality service, and provide financial support to a number of exciting corporate projects, including the Beeston cinema development, the Stapleford Towns Fund, and the new house-building programme.

We're looking for an individual who has experience in:

- Local authority finance and accounting
- Treasury, audit and risk management
- Successful management of projects
- People management and
- Working effectively with members

The ideal candidate would be:

- A competent professional accountant (CIPFA)
- A person who can see opportunities to overcome challenges
- Someone who represents our GREAT values and behaviours
- A team player, a good partner and a respected manager

What you need to know:

This role requires extensive community involvement, political engagement through the democratic process and carries a requirement to work outside normal office hours

As part of the interview process psychometric testing and associated tests will be involved

Please contact Zulfiqar.darr@broxtowe.gov.uk for an informal chat about the role if you might find that helpful.

Please go to www.broxtowe.gov.uk for further details about the post, the recruitment process and how to apply. **Please note that CVs will not be accepted.**

Alternatively, an application pack can be obtained by contacting the recruitment team, Human Resources Division on 0115 917 3372/3342.

Please quote reference no: F34

Closing date: Monday 21 June 2021 at 5.00pm

On-line assessments to be completed by candidates:

Friday 2nd – Thursday 8th July 2021

Expected interview date: Friday 9 July 2021

Why join us?

The Council values and invests in its employees who represent and live out our values

As a disability confident employer and an organisation we are committed to equal opportunities, and we welcome applications from all sections of the community.

The Council embraces flexible ways of working to ensure that we can attract the best talent and experience and get the most from our employees. Whilst meeting the needs of our residents is a priority and we can't guarantee we can accept all flexible working requests, we are happy to discuss your options when you apply for a job with us.

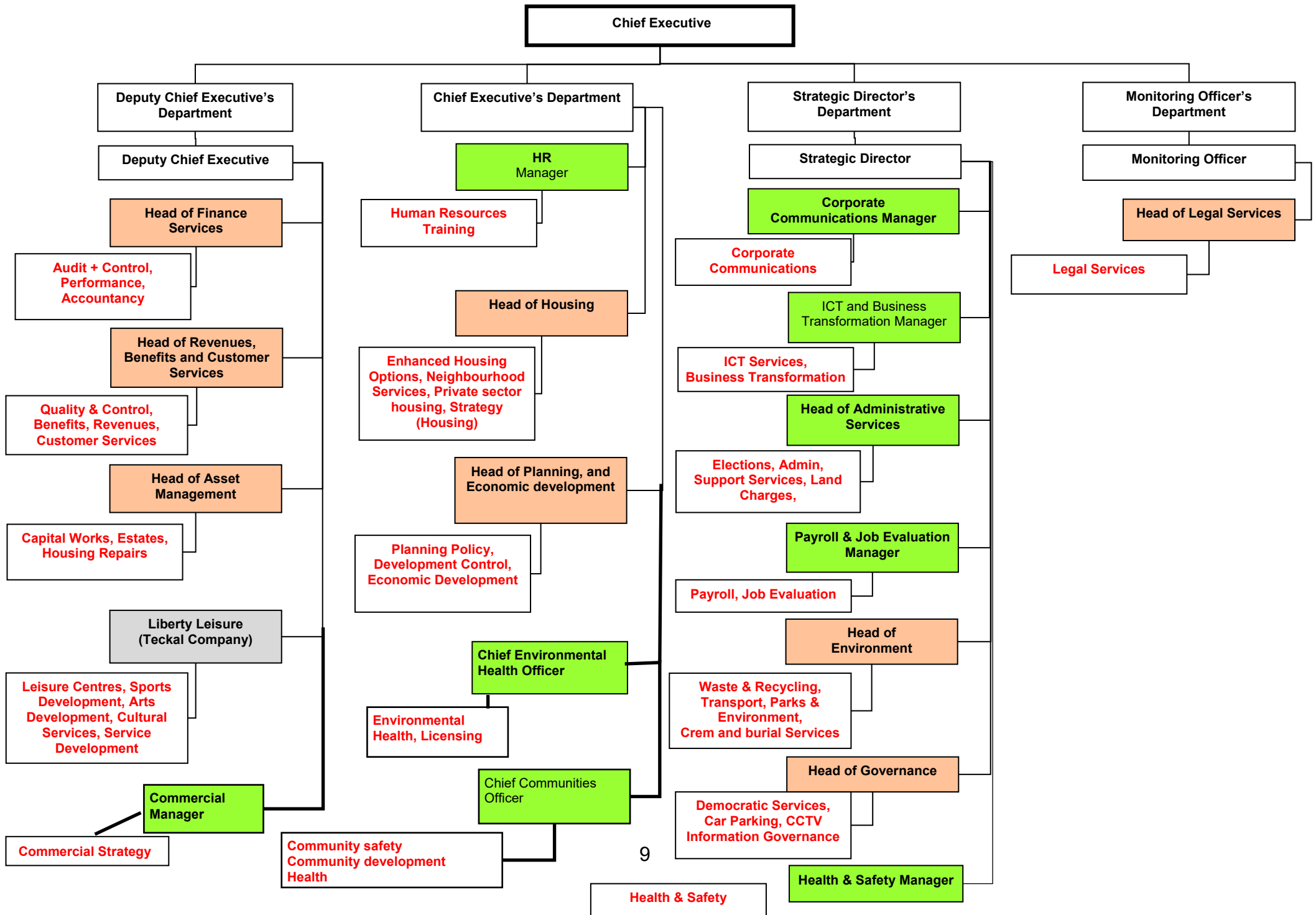
As a Broxtowe Borough Council employee you can enjoy many benefits including a generous pension fund, loyalty awards and family friendly policies to help you balance your work and family life, as well as discounts and offers as part of our employee benefits scheme. You can read more about these at www.broxtowe.gov.uk/jobs

Recruitment Timetable

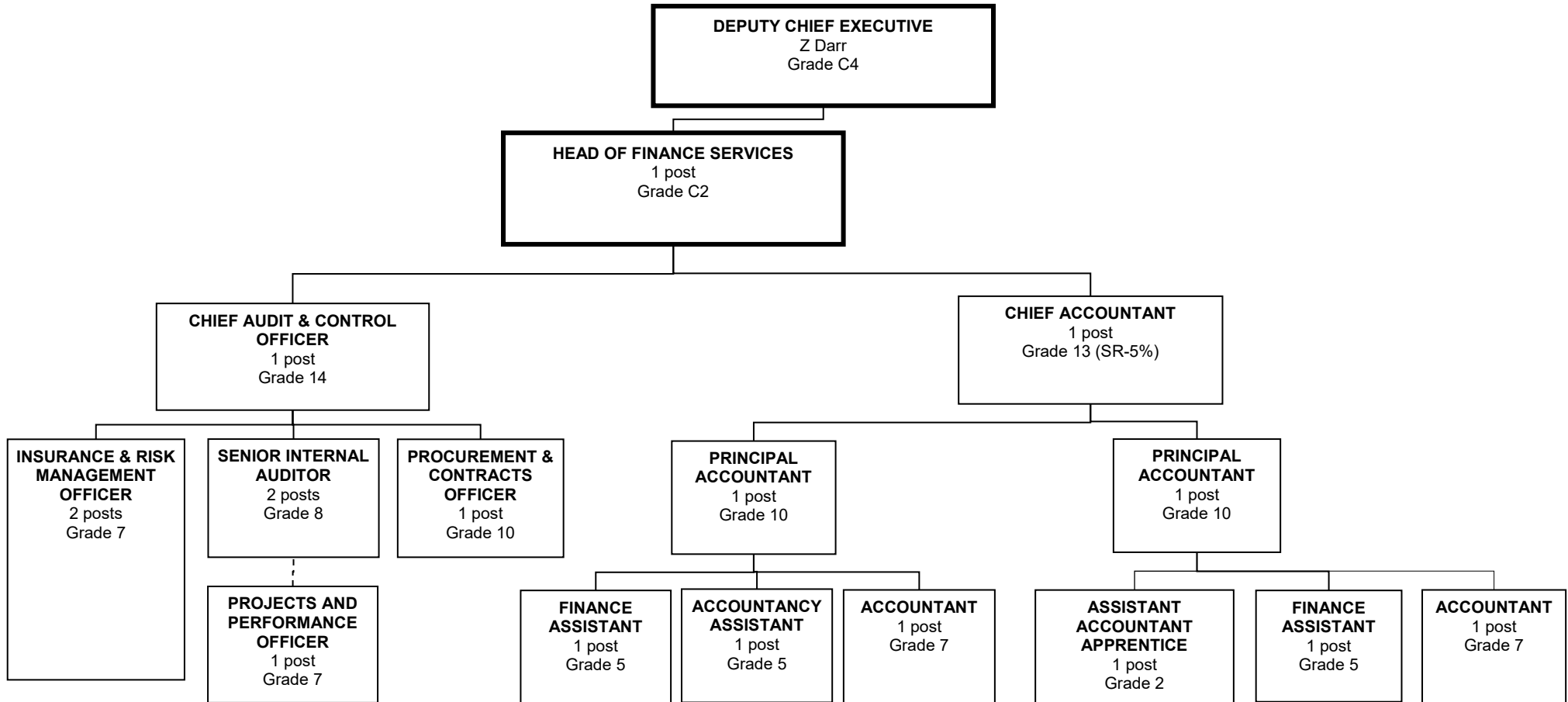
The recruitment timetable will be as follows:

Monday 21st June 2021 @ 5.00 p.m.	Closing date for applications
Thursday 1st July 2021	Successful shortlisted candidates to be notified by e-mail with details of next stage of recruitment process including on-line testing assessments
Friday 2nd – Thursday 8th July 2021	On-line assessments to be completed by candidates
Friday 9th July 2021	Candidate assessment centre and interview by member appointment committee.

MANAGEMENT STRUCTURE OF THE COUNCIL



DEPUTY CHIEF EXECUTIVES DEPARTMENT FINANCE SERVICES



BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Deputy Chief Executive's Department
Division:	Finance Services
Post No & Job Title:	F34 - Head of Finance Services
Grade:	Grade C02
Responsible to:	F1 – Deputy Chief Executive
Responsible for:	All employees within the Finance Services Division of the Resources Directorate encompassing the accounts and budget preparation and control processes, creditor and debtor control functions, internal audit, risk management, treasury management and procurement

Main Purpose of the Job: To deputise for the Deputy Chief Executive as the Council's section 151 officer, plan and manage the performance of the finance function to ensure the provision of a high quality service, promote the identification and reporting of efficiencies across the organisation and develop positive relationships with members and other partners with regard to finance matters.

Main Duties and Responsibilities:

Strategic

1. Deputise for the Deputy Chief Executive as the Council's section 151 officer as required, including attending meetings of the Corporate Management Team and taking responsibility for ensuring that the Council complies with legislative requirements concerning finance related matters in its decision making processes.
2. Attend meetings as required by the Deputy Chief Executive, including Cabinet, Overview and Scrutiny Committee, General Purposes and Audit Committee, examination and inquiry groups and other working groups. Advise the Council, Cabinet, scrutiny committees and members as necessary on financial matters and associated procedures.
3. Provide reports and information (including suitable recommendations) as required by the Deputy Chief Executive for Cabinet, Overview and Scrutiny Committee, General Purposes and Audit Committee, examination and inquiry groups, government departments, the external auditors and other bodies within prescribed timescales and present these where necessary.

4. Represent the Council on financial and associated work in discussion with other local authorities, central government departments, the external auditors and other bodies including town and parish councils.
5. Work in partnership with officers and members in the development of appropriate finance related strategies for the Council including revenue and capital spending plans.
6. Ensure that the Finance Services Divisions preparation of the Council's annual revenue and capital budgets and the setting of council tax levels are conducted within legislative and professional guidelines and completed within prescribed timescales.
7. Provide advice on budgetary and other finance related matters to colleagues across the Council, including the provision of financial implications for reports.
8. Ensure effective systems of financial control and budget monitoring are in operation and that these are subject to regular review to ensure they meet organisational requirements and comply with relevant guidance.
9. Lead and participate in corporate projects and working groups as and when required.
10. Monitor developments, interpret and advise the Council on implications of current and future legislation, government consultations and policy matters relating to the finance function.
11. Promote the efficiency agenda across the organisation, including the identification and reporting of efficiencies.
12. Co-ordinate the annual closure of the accounts within prescribed timescales, including the preparation of the published statement of accounts, and provide guidance, advice and other support to colleagues on any new requirements or features within the process.
13. Lead on the promotion and development of risk management and business continuity planning within the Council, including chairing the Strategic Risk Management Group.
14. Manage the central procurement function and ensure that it supports effective procurement across the organisation in line with the procurement strategy.
15. Manage the Council's treasury management activities, ensuring that all investment and borrowing activity is conducted in accordance with both legislative requirements and Council policies and authorise daily treasury management transactions including short term investment of surplus Council finds.

Managerial

16. Plan, organise, direct, control and co-ordinate the activities within the Finance Services Division.

17. Produce and manage the implementation of the Finance Services element of the Resources service delivery plan and ensure that realistic tasks and targets are included that support the achievement of corporate objectives within the resources available.
18. Manage the performance of the Finance Services Division and actively promote continuous improvement, ensure that progress towards the completion of key tasks and targets is monitored and any required corrective action taken to ensure these are met and that service standards are reviewed and strengthened where necessary.
19. Develop, encourage and maintain effective member/officer relationships within the Finance Services Division.
20. Monitor operation of systems in use within Finance Services including the general ledger, creditor and debtor control functions and, where it is considered necessary, recommend improvements, innovations and modifications. Ensure that any agreed system changes are implemented effectively.
21. Manage an efficient and effective internal audit section and other such control arrangements as are necessary for the prevention of fraud and corruption and the proper use of public resources.
22. Develop and maintain a strong and effective working relationship between the external auditors and Finance Services staff so that relevant information can be made available for inspection in the correct format and within prescribed timescales.
23. Ensure suitably qualified, trained and motivated employees are in post to carry out the functions of the Finance Services Division, including identifying training and development requirements, ensuring that these are met and supporting the continuation of the Council's Investor in People (IIP) status.

Other

24. Ensure compliance with Data Protection, Freedom of Information, Environmental Information Regulations, Health and Safety, Equal Opportunities and all other relevant legislation governing the operation of the Finance Services Division.
25. Promote the principles of equalities within the operation of the Finance Services Division.
26. Undertake such other duties and responsibilities that are of a similar level as determined by the Deputy Chief Executive.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Where applicable: Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of F34 - Head of Finance Services but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

PERSON SPECIFICATION

HEAD OF FINANCE SERVICES

Specification Type	Additional/changed requirements	E/D	Measure
Disposition Personal Skills	Ability to lead and motivate a team	E	1, 3
Personal Skills	Analytical mind.	E	1, 3
Personal Skills	Self-motivated.	E	1, 3
Personal Skills	Willing to accept responsibility	E	1, 3
Personal Skills	Seeking career advancement.	D	1, 3
Personal Skills	Ability to manage workload within tight timescales.	E	1, 3
Personal Skills	Experience of dealing with councillors, senior officers and the public.	E	1,3
Personal Skills	Attendance at committees/working groups.	E	1, 3
Experience	Several years' experience in a senior financial role.	E	1, 3
Experience	Knowledge of local government procedures and financial issues.	D	1, 3
Experience	Management of other employees.	E	1, 3
Experience	Knowledge of local authority accounting, treasury management, audit procedures, risk management.	D	1,3
Experience	Successful management of corporate change.	D	1,3
Attainments/ Qualifications	CCAB qualified accountant.	E	1, 4
Attainments/ Qualifications	CIPFA qualified.	D	1,4
Attainments/ Qualifications	Qualified several years ago.	D	1,3
Attainments/ Qualifications	Management qualification.	D	1,4
Attainments/ Qualifications	Evidence of continuing professional development.	D	1,4
Skills/Abilities	High level of numeracy and literacy skills.	E	1, 3
Skills/Abilities	Ability to communicate effectively both orally and in writing.	E	1, 3
Skills/Abilities	Ability to co-ordinate projects effectively.	E	1,3
Skills/Abilities	Ability to implement and promote new initiatives.	E	1,3
Skills/Abilities	ICT skills to include Excel, Word and PowerPoint	E	1,3
Skills/Abilities	Knowledge of up to date office practices and ICT applications.	D	1,3

Specification Type	Additional/changed requirements	E/D	Measure
Skills/Abilities	Ability to interpret, advise upon and implement new legislation.	D	1,3
Skills/Abilities	Presentational skills.	D	1, 3
Special Requirements	Willingness to work outside normal office hours if required.	E	1, 3
Special Requirements	Ability to attend evening meetings	E	1,3
Special Requirements	Committed to implement and uphold the Council's policies.	E	1,3

Car Allowance:

This post carries a designated car user status.

E/D:

Essential (E)

Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]

EMPLOYMENT PACKAGE

Post Title **Head of Finance Services**

Location **Council Offices, Beeston**

Salary **£52,368 - £57,604**

Grade **CO2**

Working Arrangements

The working week is nominally one of 37 hours. However, the seniority and nature of the post will necessitate the working of additional hours for which there will be no additional payment. The grading of the post takes account of the requirement to work outside of the normal working week.

There will be a requirement to attend evening meetings.

Posts at Heads of Service and above shall devote their whole-time service to the work of the Council and shall not engage in any other business or take up any other additional appointment without the express consent of the Council.

All posts at Head of Service level and above have been evaluated using the Hay Job Evaluation scheme. A further review is currently being undertaken.

Political Restriction

This post is subject to the restrictions on political activity as defined by Local Government and Housing Act 1989

Leave Entitlement

Paid annual leave entitlement will be 32 days increasing to 35 days after 5 years' continuous local government service and 37 days after 10 years Broxtowe Borough Council service, plus 8 days' statutory holidays.

Pension

You will automatically be brought into the Local Government Pension scheme from the first day of employment

Professional Fees

This Council supports membership of professional bodies and will pay one fee per year where such membership is essential to the post.

Relocation

A relocation package may be available to the successful candidate subject necessary criteria being met. Further information is available by contacting the HR Division on either 0115 917 3552 or via email hrd@broxtowe.gov.uk.

Car Allowance

The post carries designated car user status.

It will not be necessary for the post holder to provide a car for use on Broxtowe Borough Council business; however, they will be expected to make provision to discharge their duties and responsibilities in an effective manner.

Disabled employees who are unable to drive because of their disability, but who occupy posts with the designated car user status, will be allowed to use taxis to carry out their duties where no other forms of transport are appropriate.

Posts with the designated car user status will have access to free car parking at an appropriate car park within the borough. The Council reserves the right to reallocate car park spaces at any time however, a minimum of two weeks' notice will be given wherever possible to employees regarding any change.

Posts with designated car user status will have access to the Council's car loan scheme.

Any employee who claims for a car mileage rate must beforehand, provide relevant car user details including confirmation of the MOT (if applicable), insurance and driving licence.

Brock's Benefits

The Council is pleased to be able to offer its employees a lifestyle benefits scheme which includes a wide range of discounts not available on the high street and which focus on the areas of travel, home and motoring, food and entertainment, green and ethical and high street vouchers.

Childcare Vouchers

The Council uses the Childcare plus scheme to give working parents significant tax breaks when paying for all or part of their childcare costs.

Sustainability

The Council endeavours to make a significant contribution to achieve sustainable development. In addition, the Council promotes sustainable travel to all employees through its Travel Plan.

Cycle Plus

Cycle2work is a government backed scheme to help increase access to a more sustainable means of transport. The scheme enables employees to get a brand new bike at significantly reduced costs due to tax and NI savings.

Employee Assistance Programme

The Council is proud to provide a free 24/7 counselling and support service to all its employees. The scheme provides telephone and one-to-one support on a wide range of personal or work related issues.

Family Friendly Policies

The Council is committed to supporting all its employees and has a wide range of flexible, family orientated, working related policies and practices, which are designed to provide pro-active support and assist employees in managing their work-life balance.