

## Kent County Council

### Job Description: *Infrastructure Expenditure Lead*

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<b>Directorate:</b>	<b>Deputy Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Infrastructure, Business Management</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Business Information Manager</b>

### **Purpose of the Job:**

The post holder will take management responsibility for the financial processes, monitoring and reporting of the performance of the expenditure budget management of Infrastructure. This will include liaising with teams across Infrastructure, KCC corporate Finance, procurement, suppliers, and customers and coordinating information to support all the Infrastructure expenditure budgets and also provide a focus on the overall net budget position monitoring and reporting for the Property Corporate Landlord (CLL) budget. The role will provide financial business intelligence and information to the Business Information Manager and Infrastructure budget managers, working collaborative with the Infrastructure Income Lead, to support decision making by Infrastructure Management Team and across Infrastructure.

The post holder will provide senior level assistance to the Business Information Manager in all aspects of the effective financial management of the Infrastructure division (including budgeting, reporting and monitoring), and in particular take a lead role in the aspects of this relating to expenditure, to ensure processes and procedures comply with KCC Financial regulations. The post-holder will work closely with all the teams in Infrastructure to assist in the timely and accurate raising of orders and payments for works/services. The post-holder will lead and manage the Infrastructure Expenditure Officers and Infrastructure Budget Management Assistants.

### **Main duties and responsibilities:**

1. Prepare financial reports and information to enable management of the Property estate revenue budgets (Property Corporate Landlord (CLL)).
2. Lead on providing financial information for these budgets, particularly for the monthly collaborative planning forecast for the property assets, to support with the strategic financial support and direction to the wider business, business planning, risk management and contract/supply chain management
3. Manage the Infrastructure Expenditure team to ensure resources are being allocated correctly to support the needs across Infrastructure that covers the key business planning outputs.
4. Monitor the systems and processes used on daily basis by the Infrastructure Expenditure team and the Infrastructure Income team where appropriate. Work with the Infrastructure Income Lead to ensure continuous improvements of those processes.

5. Oversee Infrastructure team's use of IProc and key financial systems ensuring procurement of goods and services are consistent, effective, and efficient. Be responsible for the continuous improvement of the usage process of Iproc and key systems by the team, and for ensuring this is done in line with the KCC Financial regulations.
6. Work with the Infrastructure Income team to ensure all Property related income is being collected in line with any relevant expenditure and correctly informing the budget management and forecasting.
7. Identify and implement efficiency opportunities including conducting reviews and evaluations and reviewing market trends, to improve processes and identify system improvement requirements, that minimise financial risk.
8. Responsible for the monitoring, reporting of budgets and advising management on budget performance of CLL. Work closely with the Lead Performance Data Analyst to ensure that accuracy of data enhances financial management across INF.
9. Provide guidance and specialist advice to budget managers to ensure they are making informed budget management decisions for the property assets and forecasting accurately so that INF IMT are confident that budgets are being managed effectively. Also working closely with FM team to improve accuracy of utilities budget forecasting and seeking opportunities to make savings in these costs.
10. Liaise with teams within Infrastructure to ensure they are aware of the key KCC financial cycle and understand the impact on Infrastructure budgets. Advise budget managers on annual budgets and considerations for future years.
11. Liaise with KCC Finance and Accounts to ensure effective and compliance with wider KCC financial systems, policy and reporting requirements and seek advice when required. Act as the point of contact with KCC Finance systems teams for all systems and technical matters of finance, including the setting up of new budget codes, authorisation levels of budgets and systems requirements.
12. Responsible for ensuring all processes and procedures comply with KCC financial regulations, such as data retention and segregation of duties, to protect the finances from any potential fraud. Also responsible for risk management and reporting on all matters related to complying with the financial regulations.
13. Responsible for stimulating an environment for innovation with opportunities to plan new interventions that will drive innovation, proactively embracing new ways of working. Consistently looking at the current way of working to see how this can be improved.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Infrastructure Expenditure Lead*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 4 qualification in relevant field or equivalent experience Certificate in Advanced Excel or equivalent essential.
<b>EXPERIENCE</b>	Proven experience of Senior Management engagement in the public sector. Proven track record in driving financial efficiency and financial management within a similar environment. Experience of dealing with the financial management of a large and complex budget. Experience of developing and implementing new financial processes and tools and proven experience of preparing and presenting financial and management accounts, reports and data. Experience of providing financial information in an understandable format. Experience of supervising and managing staff to a high level of performance. Experience of leading a one team approach and taking an active role in encouraging the team members to establish positive relationships and work collaboratively across the wider service.
<b>SKILLS AND ABILITIES</b>	Excellent written and verbal communication skills and be able to adapt the communication style to suit different audiences. Ability to collate, analyse and interpret data, including advanced use of software packages such as Microsoft Excel and BI dashboards. Able to work on own initiative, taking responsibility for actions and decisions surrounding areas of accountability, escalating matters where appropriate. Attention to detail and ability to remain “solutions focussed” combined with the ability to also identify strategic priorities and commercial considerations. Able to manage own time and meet deadlines. Excellent standard of computer literacy, specifically with Excel and Financial systems such as Oracle Able to supervise and coordinate a small team. Able to manage own time and meet deadlines.
<b>KNOWLEDGE</b>	Knowledge of public sector governance, procurement systems and process. Good understanding of KCC property assets and how the corporate landlord model functions . Knowledge of finance systems such as Oracle and iproc. Budget management and monitoring processes including Local Government Finance regulations.

**KENT VALUES  
AND CULTURAL  
ATTRIBUTES**

**Kent Values:**

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making

(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)