

Kent County Council

Job Description: Finance Business Partner CED & DCED

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| Directorate: | Chief Executive's & Deputy Chief Executive's Departments |
| Unit/Section: | Finance Division / Policy Planning and Strategy |
| Location: | Maidstone |
| Grade: | KR15 |
| Responsible to: | Head of Finance for Planning, Policy & Strategy |

Purpose of the Job:

Principal Financial Adviser to the Chief Executive in their role as head of a directorate, their Directorate Management Team (DMT) and relevant Cabinet portfolio holders. The role is responsible for leading on the strategic oversight of the directorate's budget through financial appraisal of all major policy options, contribution to the development of the Council's overall financial revenue and capital financial strategies and medium term financial plan, evaluation of in-year budget variances, and to ensure the directorate's services are integrated and aligned with the Council's strategic outcomes and business goals/ambitions of KCC of being a high performing organisation.

As a senior member of the Finance division, the post holder will play a significant lead role in championing KCC's financial strategies and processes at a senior level within directorates and more widely across the whole of the County Council.

Main duties and responsibilities:

1. Provide strategic financial advice to the Chief Executive, Corporate Directors and Directors within CED/DCED, Policy Overview and Scrutiny Committees and relevant portfolio holders (Cabinet/Deputy Cabinet Members). Provide strategic financial information to other Members of the County Council, as required.
2. Lead the development of the Directorate financial strategy, ensuring consistency with the Council's overall financial strategy. Where necessary challenge Directors and contribute pro-active suggestions to improve the integration and alignment of strategies to better achieve the Council's strategic outcomes and business goals/aims.
3. Lead on the development of key directorate strategic issues to be included in the Council's Medium Term Financial Plan (MTFP). This includes liaising with Corporate Director, Directors, and relevant portfolio holders to ensure the MTFP reflects their strategic priorities and service ambitions and ensuring appropriate links with business planning and policy. Lead on developing alternative options to ensure consistency with the Council's overall financial strategy and developing innovative transformation of the directorate's services with the aim of improving outcomes at lower cost.
4. Principal source for financial contact and liaison with external efficiency partners and external organisation/representative bodies on directorate programmes and projects
5. Develop and maintain a strong professional finance presence with managers within the directorate, with portfolio holders, and external bodies (local and national) to ensure accurate and appropriate information is disseminated on all relevant financial issues; create and maintain a positive profile of the Finance and procurement function.

6. Identify the relevant financial implications of legislative changes and directorate policy options in liaison with key stakeholders, ensuring their correct interpretation and amendment, where appropriate. Follow through these changes by communicating them to the relevant Finance & Procurement teams, influencing the implementation of any financial developments that are required and monitoring and reporting appropriately on the financial implications.
7. Work collaboratively with finance and procurement colleagues on strategy, process and policy developments in areas including budget preparation, monitoring and reporting, statutory requirements, FOI's.
8. Oversee and co-ordinate the work of professional staff in other finance teams.
9. Ensure appropriate liaison with other functional business partners (HR, Property, Policy).

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: Finance Business Partner CED & DCED

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.

| | CRITERIA |
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| QUALIFICATIONS | <ul style="list-style-type: none">• CCAB Qualification (CIPFA, ACCA, CIMA or ACA) OR• Extensive relevant experience at a senior level in a complex organisation• Substantial, relevant professional background and proven credibility in the field. |
| EXPERIENCE | <ul style="list-style-type: none">• Experience of contributing to the management of a service/function at a senior level.• Proven track record of building relationships and engaging external partners.• Experience of providing advice and guidance to senior clients, managers and colleagues.• Experience of working with elected members.• Experience of developing policy and/or leading on complex projects delivering measurable improvements. |
| SKILLS AND ABILITIES | <ul style="list-style-type: none">• Ability to work in a complex political environment and respond appropriately and use own judgement.• Able to establish strong positive relationships including a relationship of both personal and professional credibility across the organisation, with Members and across partner and external organisations.• Excellent influencing, negotiating and interpersonal skills with people at all levels, internally and externally.• Strong written and oral communication skills, including presentation skills.• Strong ability to use initiative with complex issues, thinking through implications for an organisation and make well-reasoned judgements and decisions.• The ability to directly influence and contribute to business strategy at a senior level.• Able to demonstrate a high level of personal resilience and focus in order to ensure the delivery of excellent services. |
| KNOWLEDGE | <ul style="list-style-type: none">• A good understanding of local government finance legislation, processes and procedures.• An excellent knowledge of the Council's constitution, medium term financial planning and budget setting, monitoring and closedown processes.• Other relevant legislation.• Awareness of data protection and confidentiality issues. |

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.

Organisational Responsibilities

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent

- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.