

Role profile

Head of Finance (Social Care, Education and Housing)

Our values:

We are dedicated, respectful, collaborative. We are Milton Keynes City Council.

Service

Reports to	Director of Finance and Resources (s151 Officer)
Job family	Strategic Leadership
Grade	N
Political restricted?	Y
DBS required?	
Date	October 2023
JE Code	JE2665

Key deliverables

1	Deliver the Council's Budget and Medium-Term Financial Plan for the key areas of responsibility which come within this role, including Childrens and Adults Social Care, Housing GF, Dedicated Schools Budget and the HRA within the prescribed timeframe, ensuring full engagement with key stakeholders including Councillors, resident, tenants, leaseholders, schools.
2	To lead, motivate and inspire multi-functional teams to deliver strong and effective financial management, across the Council, leasehold management service, housing strategy and business planning and deliver effective and robust IT systems for Finance, Adult Social Care Assessment and Payments and Housing Management.
3	Ensure effective financial and corporate governance oversight and challenge to all significant projects across the Council, including business case development, procurement and implementation to deliver value for money.
4	Provide financial leadership and challenge to support Directors and Cabinet with policy development, appraisal, and assessment through to implementation ensuring appropriate use of Council resources.
5	To determine the professional standards and practices within MKCC for all directly managed staff and those outside who have financial responsibilities and ensure that appropriate resources and support are in place to train and embed these effectively.
6	To provide leadership and effective challenge across a number of complex partnership arrangements including Schools Forum and with Health Bodies to support the delivery of public service outcomes, effective governance and use of public resources.
7	To work with key external regulators and ensure that the authority is responding appropriately to meet its obligations, including External Audit, Regulator of Social Housing and Care Quality Commission in line with the responsibilities of this role.
8	Responsible for the development of the HRA Business Plan, HRA Capital Programme and supporting senior managers with scheme appraisals and funding options.

This role will report to the Director of Finance and Resources given the wide area of responsibilities that come within this remit. The post holder will lead and shape a range of complex projects, working with the Assistant Director and Director of Finance and Resources to secure positive outcomes for MKCC. The role does not hold any Statutory responsibilities in respect of s151 of the Local Government Act 1972. Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs.

Essential requirements Key skills, expertise, and qualifications

1	Qualified CCAB/CIPFA Accountant with a minimum of 5 years post qualification experience of managing a multifaceted organisation, with evidence of Continuing Professional Development.
2	Extensive knowledge and understanding of Local Government Finance and the regulatory environment in at least two of the core areas of this role covering social care, education and housing finance.
3	Proven track record of leading successful delivery of finance functions across multi-functional teams with a number of different services.
4	Experience of implementing complex projects and Financial Systems across a large organisation.
5	Working at a senior level with members and the leadership team and evidence of tackling difficult and complex issues and ensuring strong governance and decision making.
6	Leading and influencing change both within a large complex organisation and with partner organisations.
7	High level of critical thinking and judgement to balance complex issues and priorities with the highest level of integrity and professionalism.

Job family

Strategic Leadership (Grade N)

Colleague expectations

- Be professional at all times
- Work together for the good of the team, city council and local people
- Promote a supportive culture
- Challenge assumptions
- Take ownership
- Be willing to change and do things differently
- Always work in a safe manner

Manager expectations

- Be a role model by displaying positive behaviours at all times
- Make well-considered decisions
- Support, coach and communicate with my team
- Be accountable for my team's performance

The essential characteristic of Strategic Leadership jobs is that they bear responsibility for the planning and development of the city council's approach to its statutory and elective aims, maximising efficiency, value for money and the quality of service delivery across entire operating functions.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

Role characteristics

At this level job holders report to a Group Head and are responsible for the development and implementation of strategy relating to several large and/or wide-ranging services within that group. Roles carry very significant responsibilities for finance and a range of other non-financial assets.

Job holders will make autonomous decisions and lead the management of change throughout the group.

The knowledge and skills required

Job holders require advanced theoretical knowledge to make appropriate judgements and decisions at this level. In addition, job holders will maintain ongoing professional development and have a thorough understanding of external legislative and societal change, as well as a deep understanding of the city council's operational structures which both support and depend upon the job holder's actions and advice. Roles will be professional experts, providing expert leadership across a number of services.

Thinking, planning and communication

Job holders will use their professional expertise to deal with highly complex, pressing issues including change initiatives and risk management across a range of services. They will also look well ahead and take a long-term, strategic view of their project and service delivery objectives over several years into the future, shaping their service's composition, approach and operating procedures in accordance with wider goals mandated by group management.

The information exchanged at this level will be routinely complex, contentious in nature and/or highly significant to the city council's reputation. Job holders will, however, have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions but can also be the case in face to face verbal exchanges where job holders will advocate the city council's position in response to opposing opinion in a formal or informal setting.

Decision making and innovation

The limitations to job holders' decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will report to a Group Head and will devise and implement strategic plans and policy in relation to several service areas.

Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

Roles will focus on the needs of external service users or partners and will be responsible for critical day to day decisions with legal and reputational dimensions and the development of directorate level policy and functional procedures.

In addition, such roles are likely to have very high levels of responsibility for such elements as finance (very substantial budget management), information assets (council-wide systems) or premises (of extremely high value and critical operational importance).

Job holders will have full line management responsibility over several service areas, each with their own full management structure and featuring highly diverse specialties and employee profiles.

Impacts and demands

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention. Job holders will also manage very high levels of work-related pressure from deadlines, interruptions or conflicting demands.

At this level, tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

Job holders will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders at this level will find themselves very occasionally exposed to some disagreeable, unpleasant or hazardous working conditions.