

Job Description

Corporate Finance Lead

Reference: F010

Date: June 2025

Job Family:	Finance / Corporate Finance
Level:	3
Band:	9
Career Track:	Technical, Professional & Management

Job Purpose

To proactively support the delivery of effective and efficient financial management services to designated Council Groups and contribute to wider corporate responsibilities as directed by the Business Support Manager.

Service Purpose

The Corporate Finance Team provides a range of effective, efficient, and high-quality professional services which support members, managers, staff, services, schools, and a range of external partners in the delivery of the Council's strategic objectives. The Corporate Finance Team enables the Council to deliver its corporate priorities and transformation ambitions by providing robust financial planning, governance, and advice. It supports sustainable service delivery and continuous improvement and promotes transparency and accountability in all financial activities.

Duties and Responsibilities

Financial Management

- Support Financial Management Delivery: Contribute to the development and delivery of an efficient and effective financial management service aligned with corporate objectives
- Budget Monitoring: Monitor assigned budget areas to ensure spending aligns with targets and financial regulations, escalating anomalies as appropriate
- Statutory Returns and Claims: Prepare, validate, and submit statutory grant claims and financial returns in line with relevant schedules

Reporting and Advisory

- Reporting and Communication: Prepare and present written and verbal reports to relevant forums, highlighting progress, issues, and agreed actions
- Management Information and Advice: Produce timely and accurate management information and provide professional and technical financial advice to stakeholders.

Stakeholder and Customer Engagement

- Stakeholder Engagement: Build and maintain positive working relationships with internal teams (e.g., Group Management Teams) and external partners (e.g., External Audit) to support collaborative service delivery

- **Customer-Focused Service:** Deliver a customer-focused service, ensuring effective communication relationships across all levels of the organisation.

Service Improvement and Compliance

- **Service Improvement:** Contribute to the continuous improvement of financial services and support the retention of ISO 9001 certification
- **Data Management and Compliance:** Maintain accurate work records in accordance with service standards and data protection requirements

Leadership and Support

- **Deputising Responsibilities:** Deputise for the Business Support Manager and/or Principal Accountant on financial matters when required.

Person Specification

Professional and Technical Requirements

Qualifications

- Level 6 qualification or above in Finance or equivalent senior professional experience. Project management qualifications are desirable. Demonstrates ongoing development in specialist or emerging areas relevant to the service or role

Knowledge, Skills and Experience

- **Legislative and Best Practice Knowledge:** Good and developing understanding of relevant legislation, regulations, and professional best practice.
- **Financial and Performance Management:** Experience in financial and performance management within a comparable organisation, with an understanding of the relationship between cost, quality, customer care, and performance.
- **Stakeholder and Customer Engagement:** Proven ability to engage effectively with senior stakeholders, external bodies, and a wide range of customers and partners.

Core Competency Requirements

- **Communication:** Communicates across services to influence outcomes. Adapts style across organisational contexts and manages sensitive communications.
- **Collaboration:** Facilitates collaboration across teams, services, and external partners to deliver joined-up solutions.
- **Service Delivery:** Aligns delivery with strategic priorities and maintains high performance. Improves services using innovation and effective use of resources to deliver value for money.
- **Decision-Making:** Balances risk and impact in decision-making across teams or projects.
- **Digital & Data Literacy:** Uses digital systems to manage performance and inform decisions. Applies ethical judgement and explores new data sources. Analyses complex data to improve service outcomes.
- **Adaptability:** Leads teams through change using structured approaches that support clarity and resilience. Builds team cohesion and sustains service culture during transitions.

- **Problem-Solving:** Enables collaborative problem-solving and challenges existing practices to address service challenges.
- **Community & Customer Focus:** Applies community insight and customer feedback to shape responsive and inclusive services.
- **Leadership:** Aligns team capability and resources to deliver meaningful outcomes. Leads projects and services within areas of expertise and across disciplines.

Strengths

- **Analytical:** You seek and analyse information to inform your decisions, based on the best available evidence.
- **Explainer:** You communicate thoughts and ideas, verbally or in writing. You simplify complexities and adapt communication so others can understand.
- **Problem Solver:** You take a positive approach to tackling problems. You find ways to identify suitable solutions.
- **Influencer:** You influence others, you articulate the rationale to gain their agreement.
- **Organiser:** You make plans and are well prepared. You seek to maximise time and productivity.

Desirable

- Prince 2 qualified
- Understands the diverse functions of the Council.
- Supervisory and staff management experience.
- Experience of Oracle.