

<b>EXETER CITY COUNCIL</b>
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## Job Description

<b>DESIGNATION</b>	:	Deputy CFO
<b>GRADE</b>	:	Grade 15 (subject to JE)
<b>POST NO</b>	:	FNxxxx
<b>DIRECTORATE</b>	:	Finance
<b>UNIT</b>	:	Accountancy
<b>RESPONSIBLE TO</b>	:	Chief Finance Officer
<b>SUPERVISORY RESPONSIBILITY FOR</b>	:	Finance Manager – General Fund Services Finance Manager – Corporate Finance Manager - Commercial
<b>LIAISON WITH</b>	:	All levels of management in all services and companies, Members, Chief Executive, Directors and with outside authorities and organisations

### **PURPOSE OF JOB**

The provision of technical financial advice to the Council as a whole and the production of the Council's statutory statement of accounts, budget book and budget monitoring reports. To act as the Deputy Section 151 Officer of the Council, deputising for the Chief Finance Officer in taking decisions on all legal issues relating to the financial conduct of the Council.

### **MAIN MANAGEMENT ACCOUNTABILITIES AND ACTIVITIES**

1. To deputise for the Chief Finance Officer, as appropriate (to be the nominated Deputy S151 Officer for the Council). To provide Section 151 Officer comments on committee reports and to ensure the lawful decision making powers of the Council are exercised properly in relation to financial decisions. To act as the section 151 Officer, providing advice to the Council at times, for example, when a financial issue relates to a Company of which the Chief Finance Officer is appointed by the Council as a Director.
2. To exercise autonomously a very wide discretion and initiative in advising the Council and developing a strategic vision for Financial Services by identifying legal priorities throughout the Council.

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3. To manage the service in such a way as to manage conflicting work priorities and changing deadlines across the Finance teams.
4. To provide effective leadership to the officers reporting to the Deputy CFO, monitor work performance issues and performance manage in a positive and effective way.
5. To hold the major direct responsibility for the management, allocation of work, strategic direction and training of the Finance team in particular and in relation to other officers of the Council from diverse Council services in formulating Council policy, developing the Council's commercialisation programme and supporting the activities of Exeter City Council.
6. To be the lead technical accountant for the Council providing financial advice and guidance on technical accounting issues including
  - Consolidation of the budget;
  - Budget monitoring;
  - Consolidation of the final accounts;
  - Statutory Returns to the Government;
  - External Audit liaison.
7. To Compile the Statutory Statement of Accounts including
  - Setting the timetable;
  - Ensuring the Finance Managers and their teams meet their deadlines;
  - Incorporating the work of others both within Finance and the wider Council teams;
  - Production of the final Statement;
  - Acting as lead liaison with External Audit.
8. To lead on aspects of Finance policy development, undertaking technical research into new developments in Local Authority funding and accounting and advising the Chief Finance Officer as appropriate.
9. To prepare reports and project evaluations, financial and otherwise, within agreed / statutory timescales.
10. To provide support to the Finance Managers in dealing with complex issues as they arise.
11. To be responsible for management of the Finance Team's budget, identifying efficiency savings when required, whilst securing continuous improvement in the delivery of Financial Services.
12. To handle politically sensitive projects and issues. For example, where the application of financial policy is unclear and to exercise professional judgement as to which issues should be referred to the Chief Finance Officer and Strategic Management Board.
13. Such other duties as may be required from time to time.

**DATE LAST UPDATED: March 2020**

**EXETER CITY COUNCIL**  
**PERSON SPECIFICATION**

**FINANCE**  
**ACCOUNTANCY**

**DEPUTY CFO – FNXXXX**

<b><u>SELECTION CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>
<b><u>QUALIFICATIONS</u></b>		
CCAB Qualified	✓	
<b><u>EXPERIENCE/KNOWLEDGE SKILLS</u></b>		
Five years post qualification experience in Local Government finance	✓	
Strong knowledge of financial accounting techniques and methods	✓	
Strong understanding of professional accounting standards and practices	✓	
Staff management experience	✓	
A good knowledge and experience of computerised financial systems and Microsoft Office applications	✓	
Evidence of CPD		✓
<b><u>SPECIAL REQUIREMENTS/ATTITUDE</u></b>		
Ability to explain financial information to non-financial managers	✓	
Ability to think creatively	✓	
Ability to self-motivate	✓	
Dependable	✓	
Ability to adapt to change	✓	
Ability to prioritise workload	✓	
<b><u>OTHER</u></b>		
Good problem solving and evaluation skills.	✓	
High level of interpersonal skills.	✓	
Project planning and management skills.	✓	
Ability to prepare and manage budgets within agreed limits.	✓	
Excellent oral, written and presentation skills.	✓	
Good organisational skills and ability to work to tight deadlines and remain calm under pressure	✓	

**COMPLETED BY:** Chief Finance Officer  
**DATE:** June 2018

<b>EXETER CITY COUNCIL</b>
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## Job Description

<b>DESIGNATION</b>	:	Finance Manager - Commercial
<b>GRADE</b>	:	Grade 13 (subject to JE)
<b>POST NO</b>	:	FNxxxx
<b>DIRECTORATE</b>	:	Finance
<b>UNIT</b>	:	Accountancy
<b>RESPONSIBLE TO</b>	:	Deputy CFO
<b>SUPERVISORY RESPONSIBILITY FOR</b>	:	Commercial Finance Officer
<b>LIAISON WITH</b>	:	All levels of management in all services and companies, Members, Directors and with outside authorities and organisations

### PURPOSE OF JOB

The provision of a complete finance service to the Council's Commercial operations (Companies) and the production of their statutory statement of accounts, budget, financial projections reports, cashflow forecasts and strategic financial advice.

### MAIN ACTIVITIES

2. To be the lead Commercial Accountant supporting the Companies as required by the Directors of the Companies
  - Exeter City Group Ltd (and its subsidiaries);
  - Strata Service Solutions Ltd;
  - Exeter Business Centre Ltd;
  - Any other Companies as created by the Council.
  
2. To provide financial support and advice to the Companies including;
  - Detailed Technical support on business case development and commercial opportunities;
  - Cashflow forecasting, both for specific projects and the Company as a whole;
  - Budget setting;
  - Budget monitoring;
  - Preparation of the final accounts;
  - Statutory Returns to the Government;
  - External Audit liaison.

## **APPENDIX B**

3. To lead on aspects of Finance policy development, undertaking technical research into new developments in Company funding and accounting and advising the Directors as appropriate.
4. To prepare reports and detailed project evaluations, financial and otherwise, within agreed timescales.
5. To calculate detailed financial cashflows ensuring the Company is in a position to meet its financial obligations and to identify and advise on opportunities for maximising returns to the Company through investment opportunities for excess cash;
6. To support the production of detailed business cases being developed for any potential new Companies that the Council has given approval to be created.
7. To manage the work and performance of the Officers reporting to this post, including mentoring and training requirements.
8. To consider and develop quality management initiatives in conjunction with the Finance Service Management Team.
9. To manage strategic, corporate and unit projects as required within agreed timescales.
10. Such other duties as may be required from time to time.

**DATE LAST UPDATED: March 2020**

**EXETER CITY COUNCIL**  
**PERSON SPECIFICATION**

**FINANCE**  
**ACCOUNTANCY**

**FINANCE MANAGER – COMMERCIAL – xxxx**

<b><u>SELECTION CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>
<b><u>QUALIFICATIONS</u></b>		
CCAB Qualified (or equivalent)	✓	
<b><u>EXPERIENCE/KNOWLEDGE SKILLS</u></b>		
Three years post qualification experience in accountancy	✓	
Good Knowledge of financial accounting techniques and methods	✓	
Commercial accounting experience		✓
Good understanding of professional accounting standards and practices	✓	
Staff management experience		✓
A good knowledge and experience of computerised financial systems and Microsoft Office applications	✓	
Experience of financial systems development		✓
Evidence of CPD		✓
<b><u>SPECIAL REQUIREMENTS/ATTITUDE</u></b>		
Ability to explain financial information to non-financial managers	✓	
Ability to think creatively	✓	
Ability to self-motivate	✓	
Dependable	✓	
Ability to adapt to change	✓	
Ability to prioritise workload	✓	
<b><u>OTHER</u></b>		
Good problem solving and evaluation skills.	✓	
High level of interpersonal skills.	✓	
Project planning and management skills.	✓	
Ability to prepare and manage budgets within agreed limits.	✓	
Excellent oral, written and presentation skills.	✓	
Good organisational skills and ability to work to tight deadlines and remain calm under pressure	✓	

**COMPLETED BY:** Chief Finance Officer

**DATE:** March 2020