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| **Senior Finance Officer**  **SALARY GRADE: HBC9** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – keeping great service delivery at the heart of everything we do * Personal Growth – learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Flexible / hybrid working arrangements available * Car leasing schemes   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| As Senior Finance Officer you will deliver the full range of financial management services in order to meet both Directorate requirements and the Council’s Corporate financial requirements, and to deputise for the Principal Finance Officer when required.  More specific responsibilities include:  **General Key Duties:**   * Prepare revenue budgets, capital programs, and budgets for grants/external funding, within approved deadlines. * Advise and support Directorates on securing external funding liaising with partners/funding agencies, to participate in evaluating bids for resources and service developments, ensuring correct financial appraisals are undertaken. * Ensure effective budgetary control and monitoring systems, in line with the Council's Constitution and Financial Regulations ensuring approved financial procedures are operated. * Attend meetings and working groups providing financial guidance on behalf of the Finance Operational Director. * Provide regular financial reports on revenue, capital, grants and external funding to the Council’s Management Team, Members, and Budget Managers, including the provision of Council-wide financial data and analysis when required. * Advise Budget Managers on revenue and capital accounting, offering training and support as needed. * Assist in the year-end accounts process with all relevant guidance and statutory requirements, liaising with the Council’s external auditors. * Ensure timely completion of grant claims, accounting arrangements, and maximize available grants liaising with the Council’s external auditors. * Complete financial returns, statistical returns, performance indicators and unit cost analysis required by Government and external bodies in accordance with the relevant deadlines. * Undertake special projects and additional duties commensurate with the responsibility of the post as required. * Deputize for the Principal Finance Officer, including supervising the People team. * In addition to above specific key duties dependent on the team where the post will be placed. * Conduct statistical research into comparative costs and income generation with other Local Authorities, in order to identify potential areas for investigation and improvement.   **Specific Key Duties (Financial Planning)**   * Coordinate the production of annual revenue budget, account closures, and revenue/capital monitoring, ensuring consistency and deadlines are met in liaison with Principal Finance Officers. * Support preparation of the medium-term financial forecast for capital and revenue spending and resources. * Assist the DM Financial Management in evaluating the financial implications for the Council of new Government initiatives and legislative changes, for incorporation into the medium term financial forecast. * Help prepare reports and advise on the financial implications of the Council's formula grant settlement, including data analysis and impact on council tax levels. * Provide financial analysis for Council-wide financial data when required for corporate financial exercises, including the preparation of the annual financial factfile. * Support monitoring and forecasting of the Council’s Collection Fund position (Council Tax and Business Rates), with quarterly reports and assistance in year-end closedown.   **Specific Key Duties (Capital and Mersey Gateway)**   * Ensure proper accounting treatment for the Mersey Gateway (MG) scheme in line with financial reporting standards in a prompt and timely manner. * Implement processes to capture and record MG costs, to split and clearly distinguish between revenue and capital. * Ensure budgeting arrangements for the MG scheme are in place, with funding clearly documented and supported. * Liaise with External Auditors leading up to and during account closure, ensuring cost splits between capital and revenue are supported by quality working papers. * Provide timely financial advice regarding partner arrangements in the MG scheme. * Prepare the Council’s capital programme, in liaison with Principal Finance Officers, Project Managers, and the Operational Director. Ensure proper accounting arrangements for capital expenditure and receipts, in line with the Prudential Borrowing regime and the monitoring of Prudential Indicators, and to ensure the programme is appropriately financed. * Advise budget managers on capital expenditure, particularly leasing arrangements, ensuring compliance with the Council’s Financial Regulations and Standing Order relating to Contracts, in all the Council’s financial affairs.   **Specific Key Duties (Schools)**   * Prepare, maintain, develop, and review the National & Local Schools Funding Scheme, including the School Funding Formula. * Provide financial management training to budget managers, headteachers, governors, and school support staff. * Manage accounting, budgeting, and year-end arrangements for the Dedicated Schools Grant, including school budget calculations. * Prepare financial and statistical returns, such as Section 251 budget and outturn, Consistent Financial Reporting, and Standards Fund expenditure. * Attend the Schools Forum to explain key financial issues and formula changes, highlighting implications for Halton’s schools. * Monitor and maintain the school and centrally retained Dedicated Schools Grant throughout the year. * Act as lead officer in preparation of responses to Government consultations related to school finance. * Regularly review the Schools Finance Regulations.   **Specific Key Duties (Adult Social Care – Pool Budget)**   * Lead on accounting arrangements for the Complex Care Pool Budget, working with Halton Clinical Commissioning Group (HCCG) and external partners to ensure proper budgeting. * Oversee the monitoring of the pooled budget, ensuring effective financial performance and liaising with HCCG to provide regular financial updates. * Attend the Executive Care and Partnership Boards, reporting on past, present, and future financial performance of the pooled budget. * Prepare the annual Pool Budget Memorandum of Accounts and Balance Sheet extract, supporting the closure of accounts in line with financial reporting standards. * Assist finance and service colleagues with the financial implications of the implementation of the Integrated Care Service Partnership (ICSP) due by 1st April 2022. * Advise on financial impacts of adult social care legislative changes, providing analysis for the Council's Medium Term Financial Strategy. * Contribute to the development and implementation of IT systems, providing input to relevant working groups. * Liaise with Budget and Commissioning Managers to ensure service user and carer needs are considered in budget and financial plans. * Provide financial management training to Budget Managers and relevant officers, covering budget management and closure of accounts requirements. * Conduct financial appraisals of service development options in collaboration with budget managers, integrating findings into the budgeting process. | |
| About You | |
| For this role, you must be a member of the Association of Accounting Technicians, part qualified CCAB accountant, or equivalent.  In addition you will have:   * Relevant recent experience within a local government or health finance environment with proven experience and knowledge of accounting treatment for schools funding. * Understanding of the accounts cycle and the importance and impact of the final accounts process. * Excellent analytical skills in order to evaluate and report upon financial data, with the ability to write and present complex financial reports in a clear and concise manner. * Highly organised and able to plan and prioritise work to consistently achieve tight deadlines. * Ability to use initiative and make sound judgements, working with minimum supervision. * Excellent oral communication skills and confidence in liaising with Senior Officers. * Confidence in leading a small team when required. * Understanding of accounting requirements for grant and other external funding. * Ability to provide creative and innovative solutions to issues and problems. * Excellent IT skills in both mainframe and PC based systems, including knowledge of Microsoft Excel, Word, e-mail and Internet.   The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
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