

Role Profile

Job Title:	Head of Finance (Communities, Adults and Health)
Location:	Colindale Office
Department:	Finance
Directorate:	Resources
Grade:	Grade 7 (£92,661 - £103,774)
Type of Working:	Hybrid working/Onsite/Home
Reports to:	Assistant Director of Finance (Business Partnering)

1. Profile Summary

The Head of Finance for Communities, Adults and Health (CAH) provides strategic financial leadership and business partnering support across one of the Council's largest and most complex directorates. The role is responsible for leading a high-performing finance team, ensuring robust financial planning, budget management, forecasting, financial governance and statutory compliance, while supporting the delivery of sustainable, high-quality services to residents. This is a key leadership role supporting a directorate responsible for over £200m of annual expenditure, including adult social care, public health and community services. The postholder will play a critical role in ensuring financial sustainability, managing significant demand-led pressures, and supporting the delivery of transformational change across services.

- Lead the Communities, Adults and Health Finance Business Partnering service, ensuring financial strategies, policies and plans support the Council's corporate objectives, statutory responsibilities and long-term financial sustainability.
- Act as the principal strategic financial adviser to the Executive Director, Directors, Assistant Directors and Heads of Service across the CAH Directorate, providing expert financial advice, challenge and support on service transformation, demand management, budget planning and decision-making.
- Lead and develop a high-performing finance team responsible for financial planning, budget setting, forecasting, budget monitoring, financial reporting, year-end processes and the production of statutory accounts for the Directorate.
- Advise the Chief Financial Officer in their Section 151 role on the financial management, funding, governance and accounting implications of activities within the CAH Directorate, ensuring compliance with all relevant legislative and regulatory requirements.
- As a member of the Finance Leadership Team, work closely with the Assistant Director (AD) for Finance Business Partnering, the Section 151 Officer, Corporate Management Team (CMT), Members and senior officers to support the Council's strategic priorities and deliver sound financial stewardship across the organisation.

- Contribute to the development and implementation of the Council's Medium Term Financial Strategy, ensuring that financial risks, opportunities and service pressures are effectively managed and that the Council remains financially sustainable over the medium term.

2. Key accountabilities:

Team Leadership and Management

- Provide strong, visible and inclusive leadership to the Communities, Adults and Health Finance Business Partnering Team, fostering a high-performance culture focused on continuous improvement, collaboration and customer service excellence.
- Lead, develop and motivate the team, ensuring it has the skills, capacity, professional expertise and resilience required to deliver high-quality financial support and advice across the Directorate.
- Set clear team and individual objectives aligned to Directorate, Finance and corporate priorities, ensuring robust performance management and accountability for outcomes.
- Undertake regular one-to-one meetings, performance reviews and annual appraisals, providing coaching, support and development opportunities to enable staff to reach their full potential.
- Promote professional development, succession planning and knowledge sharing, ensuring the team remains up to date with emerging legislation, accounting standards, best practice and developments in local government finance.
- Ensure the delivery of a consistently high-quality finance service that operates in accordance with professional standards, statutory requirements, Council policies and recognised best practice.
- Create a culture of effective business partnering, constructive challenge and continuous improvement, enabling the team to influence decision-making and drive value for money across the Directorate.

Strategy and Policy Development

- Work with the Assistant Director, Corporate Management Team (CMT), Members and senior officers to shape and deliver the Council's strategic priorities, ensuring the effective deployment of resources to support corporate objectives and long-term financial sustainability.
- Influence the development and implementation of Directorate and corporate strategies, ensuring Communities, Adults and Health (CAH) plans are aligned with the Council's strategic direction and Medium Term Financial Strategy (MTFS).
- Interpret, influence and respond to emerging legislation, government policy, funding reforms and sector developments, providing strategic direction and leadership to the CAH Finance Business Partnering Team.
- Anticipate and assess changes in the operating environment, including demographic pressures, financial risks, technological developments, policy changes and service demand trends, developing financial strategies and plans to respond effectively.
- Lead the provision of strategic financial advice, insight and challenge to support service transformation, continuous improvement and the delivery of corporate priorities and MTFS objectives.
- Provide constructive challenge to service strategies, business cases and investment proposals, ensuring resources are directed towards agreed priorities and deliver demonstrable value for money and positive outcomes for residents.

- Champion a culture of long-term financial planning, encouraging services to consider future demand, risks, opportunities and financial sustainability when developing policy and operational decisions.
- Proactively review service performance and value for money, identifying opportunities for efficiencies, service redesign, alternative delivery models and investment that improve outcomes and financial resilience.
- Monitor developments and best practice across local government and relevant public and private sector organisations, evaluating their applicability to Barnet and making recommendations to improve financial management, service delivery and organisational performance.
- Provide strategic leadership on the financial implications of demand-led services, ensuring that demographic, market and legislative pressures are reflected in financial planning and decision-making.

Performance, Insight and Stakeholder Management

- Build and maintain strong relationships with Members, senior officers and external stakeholders, acting as a trusted strategic adviser on financial matters.
- Ensure high-quality financial and performance information is used to support effective decision-making, service transformation and the delivery of corporate priorities.
- Lead and oversee responses to external audit, inspection and assurance reviews, ensuring recommendations are implemented and continuous improvement is embedded.
- Benchmark financial and service performance against comparable authorities and best practice, identifying opportunities to improve outcomes, efficiency and value for money.

Role Specific Responsibilities

- Lead the Communities, Adults and Health (CAH) Finance Business Partnering Team, ensuring the effective delivery of budget setting, medium-term financial planning, budget monitoring, forecasting, year-end close and statutory reporting requirements.
- Act as the lead finance adviser to the Executive Director, Directors and senior management team for the CAH Directorate, providing strategic financial advice, challenge and support on policy development, service transformation, investment decisions and financial recovery plans.
- Provide strategic financial leadership for high-risk and demand-led services, ensuring demographic, market, legislative and operational pressures are appropriately reflected in financial planning, forecasting and decision-making.
- Promote strong financial management, governance and accountability across the Directorate, ensuring compliance with the Council's financial regulations, accounting standards and statutory responsibilities.
- Support and advise the Section 151 Officer, Assistant Director for Finance Business Partnering and Finance Management Team on financial risks, opportunities, funding issues and the financial implications of key strategic decisions affecting the Directorate.
- Work collaboratively with fellow Heads of Finance and corporate finance colleagues to ensure the consistent delivery of a high-quality, professional and customer-focused finance service across the Council.
- Lead the development of financial capability within the Directorate through the provision of guidance, training and support to budget holders and managers, promoting financial awareness, ownership and accountability.
- Drive continuous improvement in financial systems, processes and reporting, ensuring financial information is robust, timely and accessible to support effective decision-making.
- Support the development and delivery of the Council's Medium Term Financial Strategy, savings programmes and transformation initiatives, ensuring the Directorate contributes to the Council's long-term financial sustainability.

3. Financial Responsibilities

- Support the Executive Director of Finance (Section 151 Officer) in fulfilling the Council's statutory financial responsibilities, including those arising from Section 151 of the Local Government Act 1972 and Section 114 of the Local Government Finance Act 1988.
- Lead financial oversight and governance across the Communities, Adults and Health Directorate, ensuring compliance with relevant legislation, professional accounting standards, the Council's Constitution, Financial Regulations and approved policies.
- Provide strategic financial advice, challenge and support to Directors and senior managers, ensuring financial implications, risks and opportunities are fully considered in decision-making.
- Oversee the Directorate's financial planning, budget setting, forecasting, monitoring and year-end processes, ensuring the timely identification, escalation and management of financial risks, pressures and opportunities.
- Ensure significant actual or forecast variances, emerging risks and matters with potential implications for the accounts, budget or Medium Term Financial Strategy (MTFS) are promptly communicated to the Assistant Director for Finance Business Partnering and Section 151 Officer as appropriate.
- Promote strong financial management and accountability across the Directorate, ensuring budget holders understand and fulfil their responsibilities under the Council's Financial Regulations and Scheme of Delegation.
- Support the development and delivery of sustainable savings, demand management initiatives and transformation programmes that contribute to the Council's long-term financial sustainability and value for money objectives.
- Maintain a thorough understanding of developments in local government finance, funding, accounting standards, legislation and professional practice, providing advice and briefings to senior stakeholders on their implications for the Council.
- Lead the financial input to committee reports, delegated authority reports, business cases and strategic decisions relating to the Directorate, consulting the Assistant Director and Section 151 Officer where appropriate.
- Oversee the completion and sign-off of grant claims, statutory returns and other significant financial submissions, ensuring accuracy, compliance and timely delivery.
- Work closely with Internal Audit, External Audit and other assurance bodies, responding to reviews, implementing agreed recommendations and strengthening the Council's control environment.
- Advise on financial governance and management arrangements relating to partnerships, joint ventures and pooled budget arrangements, ensuring appropriate financial control and accountability.
- Ensure a robust framework for identifying, assessing, managing and mitigating financial risks across the Directorate, escalating significant issues as required.

4. Health and Safety Responsibilities

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values.
To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Reports to:	Assistant Director of Finance (Business Partnering)

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Full member of CCAB body (preferably CIPFA) with significant post qualification experience.	Essential	Application
Recognised management qualification.	Desirable	Application
Education: - Educated to degree level or equivalent - Post graduation qualification (e.g. MBA, Masters degree)	Desirable	Application
Experience & Knowledge		
Extensive knowledge of local government finance, governance and statutory requirements.	Essential	Application/Interview
Significant experience providing strategic financial leadership within a large and complex organisation.	Essential	Application/Interview
Proven track record of managing substantial budgets and supporting services to operate within approved resources.	Essential	Application/Interview
Experience leading medium-term financial planning, budget setting, forecasting and financial recovery.	Essential	Application/Interview
Proven ability to provide strategic financial advice, challenge and insight to senior leaders and decision-makers.	Essential	Application/Interview
Significant experience leading, developing and motivating high-performing professional teams.	Essential	Application/Interview
Excellent communication and influencing skills, with the ability to build effective relationships with Members, senior officers and external partners.	Essential	Application/Interview

Strong understanding of the policy, funding and service challenges facing Communities, Adults and Health services.	Essential	Application/Interview
Experience of working successfully within a politically sensitive environment.	Desirable	Application/Interview
Proven ability to lead organisational change, service transformation and value for money improvements.	Desirable	Application/Interview
Experience of partnership, pooled budget or integrated health and social care financial arrangements.	Desirable	Application/Interview
Skill & Ability		
Personal Effectiveness		
Communicating and Influencing: - Ability to clearly communicate with and influence Members and strategic directors. - Delivers professional and persuasive presentations to large internal and external groups. - Ability to develop effective relationships with internal and external partners at senior levels, to secure results. - Strong interpersonal skills and able to challenge, support, influence and engage senior management and peers. - Strong influencing and negotiation tools and techniques to achieve positive contractual outcomes for the Council.	Essential	Application/Interview
Respecting Others: Champions a culture that values equality and diversity, and ensures these are built into the delivery of services.	Essential	Application/Interview
Striving for Excellence: - Demonstrates a high level of personal drive and energy that sets an example to others. - Fosters a dynamic, achievement orientated culture.	Essential	Application/Interview
Political awareness: Ability to work effectively in a political environment and establish positive relationships with councillors, senior managers, staff, external partners and interest groups in a way that establishes confidence, credibility and trust.	Essential	Application/Interview
Analytical skills: - Highly developed problem solving and analytical skills. - Ability to analyse data, and identify current/future trends to produce meaningful reports around supplier performance.	Essential	Application/Interview

Ability to interpret reports in order to produce findings and recommendations for actions/areas of improvement.		
Leadership		
Setting Direction - Lead the organisation in regard to all CAH financial matters. - Ensures there is a culture of continuous improvement and responsiveness to change. - Promotes a vision for the future that inspires others.	Desirable	Application/Interview
Managing Performance Significant managerial experience with a track record of high performing teams.	Essential	Application/Interview
Developing Talent Promotes a culture that values continuous personal and professional development.	Essential	Application/Interview
Change management Track record of supporting transformational change in a complex organisational environment.	Essential	Application/Interview
Project management Effective user of consultancy and project management tools and techniques.	Desirable	Application/Interview
Working in a Partnership		
Team Working - Work collaboratively with the council's Corporate Management Team (CMT) and Members. - Creates a positive team spirit where team members work together to achieve shared goals. - Constructively uses conflict as an opportunity to generate innovative solutions.	Essential	Application/Interview
Cross-Barnet Working - Identifies opportunities for co-operation and interdependency across groups and delivery units. - A solid understanding of the relevant legal, commercial, political, operational and social community aspects of a similar diverse and complex environment.	Essential	Application/Interview
External Partnership Working Practical evidence of developing and maintaining good working relationships with a wide range of customers/stakeholders, developing a positive personal and organisational profile and building partnerships.	Essential	Application/Interview

Values & Behaviours		
Caring		
Empathy – I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok.	Essential	Application/Interview
Learning to Improve		
Growth Mindset – I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can.	Essential	Application/Interview
Inclusive		
Personal Responsibility – I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding.	Essential	Application/Interview
Collaborative		
Outcomes Focused – I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards.	Essential	Application/Interview