

Are you an inspirational leader committed to financial best value and scrutiny?

Head of Finance

Job Reference: ERN04900

Salary: £113,106



Recruitment Pack



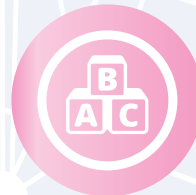
www.eastrenfrewshire.gov.uk



Vision for the future

Our vision is to be a modern, ambitious council creating a fairer future with all and our ultimate aim is to make people's lives better.

We are working across East Renfrewshire to achieve best Outcomes for



EARLY YEARS AND VULNERABLE YOUNG PEOPLE



LEARNING, LIFE AND WORK



ENVIRONMENT AND ECONOMY



SAFE, SUPPORTIVE COMMUNITIES



OLDER PEOPLE AND PEOPLE WITH LONG-TERM CONDITIONS

We will achieve this by excelling in our three Capabilities



PREVENTION



EMPOWERING COMMUNITIES



DIGITAL CHANGE

And along this journey, in everything we do, we must live our Values



Ambition



Kindness



Trust



About us

East Renfrewshire is part of the Glasgow City region and sits to the south of the city of Glasgow with urban towns, rural villages and large areas of countryside. It is one of the most attractive places to live in Scotland, with a growing population drawn by high quality housing, excellent council-run schools and attractive green spaces.

The number of people living in East Renfrewshire is expected to continue to grow at a rate more than twice the Scottish average, and the two age groups which are projected to grow the most are children and the over-85s.

Our education department and schools are regularly reported to be the best performing in Scotland, not just in terms of attainment but also crucially in closing the gap between those living in the most challenging of circumstances and those living in more affluent areas. The quality of our Early Years provision attracts many young families to the area. Ensuring that our schools can continue to meet the needs of all of our learners is crucial and an ambitious programme has delivered six new nurseries, with more investment underway.

Three-quarters of our residents live in the Eastwood side of the area and the remaining 25% in the Lavern Valley which includes Barrhead, Neilston and Uplawmoor. Our area has some of the most affluent areas of Scotland as well as some of the most deprived, a legacy of an industrial past. There are seven data zones in Barrhead which are among the 20% most deprived parts of Scotland.



We want every community in the area to benefit from the growth of our population and the successes of our schools. A long-term investment in Barrhead Town Centre has led to a very real improvement in our townscape but there is still a way to go. In Neilston, work is nearly complete on a new learning campus to replace the outdated education estate in the area. The council has also committed £56million to build a new leisure centre, theatre and library in Eastwood Park.

About us

Plans are also in the pipeline to improve the civic realm in Thornliebank and breathe fresh life into the area. The lack of affordable housing in the area is a particular issue for us with very high demand for our Council Houses.

The completion of our largest new council house development to date, at Balgraystone Road in Barrhead, is part of an ambitious programme to meet the needs of our communities, which has already seen more than 170 homes built or currently in development since 2018. We already have approved plans in place to increase the number of houses in East Renfrewshire by over 3000 between 2019 and 2029 to meet our part of the Scottish Government's target for new housebuilding in Scotland. East Renfrewshire has many green spaces for people to enjoy, including award-winning parks such as Rouken Glen, golf courses and sports pitches. Our key projects as a partner in the Glasgow City Region City Deal are about developing the M77 corridor which includes development at Newton Mearns and Barrhead. Our Greenlaw Business Centre is now open and we want this to be a spur to encourage innovative start-ups in the area, building on the talents of

our population. Work has started on a major road improvement project at Aurs Road to improve access and connectivity between Barrhead and Newton Mearns. Also as part of the City Deal programme, work will begin on the new Balgray railway station on the Neilston line in late 2024. The nearby Dams to Darnley Country Park is a crucial part of our City Deal work with plans for a new visitor centre and improved active travel infrastructure.

Improving our roads infrastructure has also been a key area of focus. A five-year programme was set up in 2019 committing an additional £15m to specifically target improving residential roads. Since starting this work, almost 150 projects have been completed and councillors have committed to spend more money on this capital programme over the next five years.

Addressing the impact of climate change will be crucial to the future of the area. Our residents already have one of the highest recycling rates in Scotland and place value on addressing climate change. Our commitment in this area has already been strengthened as we aim to cut the emissions

of council buildings and seek to reduce the physical footprint of our properties. By declaring a climate emergency, we are focused on meeting our net zero carbon ambitions by 2045.

Delivering high-quality opportunities through our employability service Work EastRen supports residents to get ready for, find and get work. We also provide a wide range of support and services to local businesses as we focus on helping new and existing businesses to grow. With a high proportion of the employment opportunities in East Renfrewshire of a service nature, it means many of the people who work in the area are paid below the living wage. We continue to strive to develop a better balance of jobs to reflect the highly skilled nature of our population.

**PEOPLE LIVING IN
EAST RENFREWSHIRE EXPECT
HIGH QUALITY COUNCIL SERVICES
AND OUR VISION IS TO CREATE
A FAIRER FUTURE WITH ALL.**



About the services

Accountancy and Procurement Services are part of the wider Chief Executive's Office, which also comprises Legal Services, Internal Audit and the Chief Executive's Business Unit. Accountancy and Procurement make up the largest part of the department, with £1.7million of the departmental budget of £3.2million and 30.4 of the total 52 FTE staff within the Chief Executive's Office.

Our services are organised on a Business Partner model with some staff, who support specific departments, embedded in these locations. The remainder of our staff are based at Eastwood HQ.

The Head of Finance will be a key member of the Corporate Management Team (CMT) and work closely with directors on all aspects of accounting, budgeting and financial support for new initiatives. The CMT work well together and the Council has a strong financial track record with a history of operating within budget and achieving timely sign-off of unqualified accounts each year.

The Accountancy Service provides a full range of statutory accounting services, together with budget planning and monitoring, and

treasury management, in addition to financial support for the Council's PFI, PPP, Hub and LEIP schemes and City Deal programme. The team uses Capita's Integra financial system to help manage the Council's general fund revenue budget of £320million and 10-year capital plan of £241million, together with £17million of Housing Revenue Account expenditure and a 10-year Housing capital plan of more than £94million.

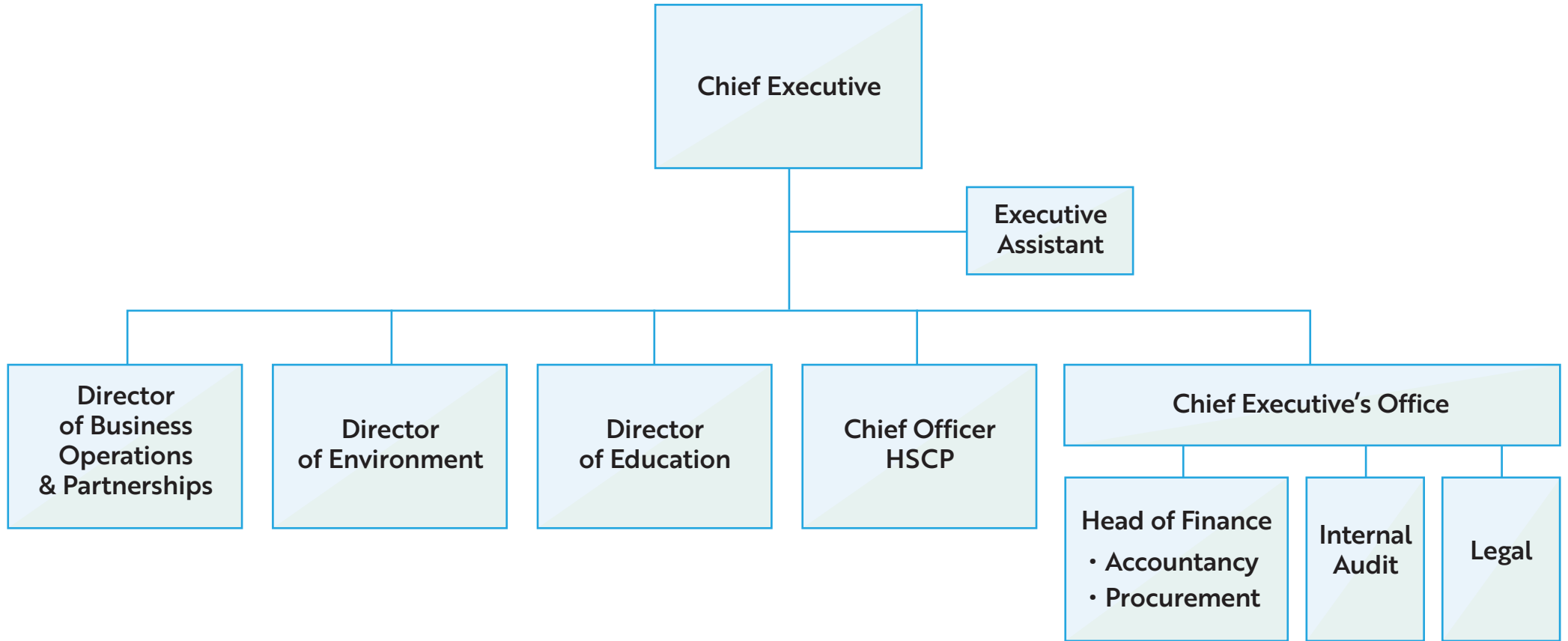
The Procurement Service offers a full range of procurement advice including guidance and training on appropriate procurement routes, strategic commissioning, sustainability, community benefits, fair working practices and contract and supplier management.

Revenues, payroll and insurance services are managed in the Business Operations and Partnerships department. And whilst our IJB and Culture and Leisure Trust have their own accountancy staff, regular liaison is maintained on financial matters with the Chief Financial Officers of both bodies. There remains the opportunity to further develop and innovate the services within the directorate and across the council.



Aerial Photography(c) Getmapping PLC

Structure



Job Description

Main Purpose

To provide vision, leadership and strategic management to the Council's Accountancy and Procurement services and assume the role of Section 95 Officer of the Council.

Main Duties

Strategy and Delivery

Be the Council's lead officer responsible for all services and activities within Accountancy and Procurement, providing leadership and strategic management of the Council's budget and financial processes, and ensuring proper governance and administration of the financial affairs of the Council in terms of Section 95 of the Local Government (Scotland) Act 1973.

Provide support to Council departments and elected members in determining overall strategic objectives and priorities and provide advice and information on all financial matters.

Responsible for preparing the long-term financial strategies and medium-term financial plans, aligning these with the Council's strategic objectives to support digital transformation, innovation and service excellence.

Establish, maintain and review standards and policies for effective financial and procurement management in the Council, taking account of all relevant statutory obligation and risks.

Prepare the Revenue and Capital budgets of the Council in consultation with Elected Members and all relevant stakeholders, providing support to departments to ensure effective financial performance, delivering agreed outcomes and supporting capital projects with available resources.

Develop and keep under review the Council's Treasury Management maximising financial resources through effective cash flow management and treasury decisions.

Ensure proper accounting records are kept and prepare the Council's annual accounts within agreed timescales complying with relevant statutes and guidance.

Support departments to make appropriate use of government initiatives and optimise resources from public and private funding sources.

Analyse policies, plans and programmes in relation to the financial resources of the Council.

Ensure the effective and efficient delivery of a responsive and streamlined operational service maintaining the highest standards of financial planning and longer term financial stability using a business partnering approach and developing and implementing effective business systems where appropriate.

Managing performance measurement frameworks to assess the financial performance and provide regular reports and updates to senior management and stakeholders. Regularly review and refine processes to enhance efficiency, effectiveness, and service delivery.

Lead Accountancy and Procurement service standards with adherence to regulatory requirements, industry standards and internal policies to ensure they are efficient, effective, customer focused, accountable to all appropriate stakeholders, and deliver the Council's outcomes and targets.

Establish mechanisms to track and measure the benefits and outcomes of Accountancy and Procurement initiatives, ensuring they align with strategic objectives and deliver tangible value to the Council and its stakeholders.

Deliver a high quality and effective Procurement service ensuring effective procurement processes in accordance with all relevant legislation and regulations, longer term strategy contract negotiations, and vendor performance management to drive value for the Council.

Ensure the continued professional development of the services' staff and skillset, fostering an empowering, enterprising, learning-oriented culture that meets service requirements, attracts and retains top talent, and encourages a culture of continuous improvement.

Foster collaborations and partnerships with external organisations including external auditors, industry experts, and other local authorities to share best practices, leverage knowledge, and enhance the Council's financial capability and performance.

Actively engage with the national agenda, representing the Council's interest and views of finance related matter to others and identify and pursue opportunities that will benefit the Council, while also promoting knowledge sharing with relevant stakeholders.

Champion a customer-centric ethos in your services and cultivate strong relationships with Council departments and services.

Engage stakeholders in strategic decision-making processes, gather feedback, and ensure effective communication to manage expectations and foster collaboration.

Identify strategic and operational risks to the Accountancy and Procurement services and put in place appropriate mitigation plans to manage them, including adequate business continuity and disaster recovery plans.

Job Description

Leadership and Management

Provide a clear vision for staff and ensure that all initiatives align with the Council's values of ambition, kindness, and trust. This includes setting goals, establishing priorities, and driving innovation to achieve the desired outcomes.

Foster and cultivate strong working relationships acting as a trusted and dependable liaison when working and collaborating with other departments, services, elected members and partners.

Ensure the operational management of services adheres to the highest standards of professional practice through the development, monitoring and effective management of services and employees.

Execute the specific delegations outlined in the Council's Scheme of Delegated Functions, maintaining strict compliance with Council Standing Orders and Financial Regulations.

Effectively manage demand and expectations in line with resource availability, prioritising demand through resource planning using the appropriate governance to aid decision making and transparency.

Continuous improvement of services and processes including redesign.

Develop comprehensive budget plans and manage effective financial control and input into department's budget planning. This includes preparation of capital bids and engaging in future planning for capital and revenue expenditure.

Maintain comprehensive knowledge of all relevant legislation and specialist areas relating to the work of the services, including employment practice and best value, while ensuring the application of equal opportunity practices in both the workplace and in service delivery.

Provide strategic advice and guidance to the Corporate Management Team and elected members as required. This will include preparation of reports and attendance at Committees.

Cultivate a culture of excellence in service delivery, teamwork and customer centric ethos, actively promoting the Council's values to realise the vision of "a modern ambitious Council creating a fairer future with all".

Provide effective arrangements to promote good employee relations, trade union partnership working, staff development, Health & Safety and maintenance of professional standards.

Demonstrate personal accountability by engaging in continuous professional development commensurate with the role.

Undertake such other duties as the Council or Director may from time to time require.

Person specification

Attributes	Essential	Desirable	Method of Assessment
PROFESSIONAL/EDUCATIONAL QUALIFICATIONS			
Education to degree standard or equivalent in relevant discipline.	✓		Application Form
Membership of a CCAB recognised body or CIMA.	✓		
Recognised management or leadership accreditation.		✓	
RELEVANT WORK/OTHER EXPERIENCE			
Strategic management experience at a senior level within a relevant discipline.	✓		Application Form/ Presentation/ Interview
Proven track record in the management and co-ordination of significant financial and human resources at a senior management level.	✓		
Experience in statutory accounting and budget planning.	✓		
Experience of developing and implementing strategic plans within a large and complex organisation.	✓		
Substantial experience in the application of a corporate and partnership approach to the development and successful implementation of policies and strategic initiatives.	✓		
Considerable experience in development of effective partnerships with a range of internal and external stakeholders and partners, building vision and inspiring trust and confidence.	✓		
A proven track record of achieving continuous business improvement.	✓		
A proven track record of leading, directing and managing complex change, as well as delivering national strategies and programmes.		✓	
Practical knowledge of legislation associated with activities within this remit.	✓		
Experience of procurement and contract management.		✓	
Understanding of the possibilities of using digital technologies to transform service delivery.		✓	
Experience of working within a public sector environment.		✓	
Experience of working in a political environment.		✓	

Person specification

Attributes	Essential	Desirable	Method of Assessment
SKILLS AND ABILITIES			
A clear understanding and a commitment to corporate and partnership working.	✓		Application Form/ Presentation/ Interview
Ability to champion performance management, vision, strategy and best value in a large, complex organisation.	✓		
Ability to identify and pursue the potential of digital technologies to secure service improvement, customer focus and increase efficiency.	✓		
Ability to prioritise and manage the demands across a range of disciplines.	✓		
Solutions-focused and track record of strategic problem-solving.	✓		
Experience of the effective use of project and programme management.		✓	
Experience of successful delivery using agile project methodology.		✓	
Substantial experience of change management and realising benefits from change.	✓		
Highly developed written, verbal and numeracy skills.	✓		
Sound knowledge of budgetary control systems and procedures.	✓		
Ability to effectively manage large revenue and capital budgets.	✓		
Sound negotiating skills.	✓		
Well-developed influencing skills.	✓		
Highly organised with an ability to provide clear, appropriate and unambiguous advice.	✓		
Ability to translate national policy direction and strategic objectives into practical local plans and action.	✓		
Accomplished analytical and decision making skills.	✓		
Excellent presentation skills.	✓		
Specific knowledge of current legislation, guidance and procedures relating to local government.		✓	
LEADERSHIP COMPETENCIES			
Inspires others to understand and buy into the organisational vision.	✓		Presentation/ Interview
Leads a motivating performance culture that achieves improved outcomes.	✓		
Begins with the end in mind, focusing on solutions that move the Council forward.	✓		
Acts in a politically sensitive manner, showing respect for a diversity of opinions and needs.	✓		
Delivers professional impact through clear prioritisation, effective delegation and timeous delivery of strategic priorities.	✓		
Maintains a calm and positive attitude under pressure and during times of conflict.	✓		
Encourages and nurtures the development of others, including leadership skills, through a variety of approaches including coaching, mentoring and learning from mistakes.	✓		
Empowers others to be innovative and make decisions.	✓		
Seeks and responds to feedback from key stakeholders to drive service improvements.	✓		
Puts the customer at the heart of everything we do.	✓		

Interview Timetable

In East Renfrewshire we are committed to delivering the best possible future for our residents, in partnership with other public sector partners and communities. We are an ambitious council dedicated to providing the best possible customer-focused services to our residents.

As Head of Finance you will be a dynamic, strategic, collaborative leader with a proven track record of delivery in the field of accountancy. With strong financial knowledge and driven by a relentless focus on improving outcomes for our local residents, you will have a sound understanding of leading a portfolio of services including accountancy. With relevant experience in delivering high standards in public services and a proven track record of achievement, you will have a clear understanding of policy, legislation and demonstrate experience in financial acumen and engaging with stakeholders.

As an inspirational and forward-thinking leader you will be committed to delivering financial stability and strategies for the council. You will have a proven flair for shaping budgets and leading people and you will have a crucial role in ensuring we continue to challenge ourselves.

The planned recruitment timetable is:

Closing Date:	1 April 2024
Shortlisting by Interview Committee:	15 April 2024
Shortlist by Assessment Centre:	22 April 2024
Interview date:	29 April 2024

If you would like an informal discussion about the post, contact Steven Quinn, Chief Executive at steven.quinn@eastrenfrewshire.gov.uk or Catriona Mackie our recruitment partner Aspen on 0141 212 7555.

Terms & Conditions Summary

Salary

The Head of Finance salary of £113,106 is based on the Council's Head of Service salary with a 15% allowance. Pension contributions are paid on the full amount.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. The contribution rate you pay is currently 9.6% of your salary. The Council pays the rest of the cost of providing your benefits. This amount varies but it's always enough to make sure your pension can be paid and will typically be 17.5% of your pay. In addition, you get tax relief on your contributions - the tax you pay on your salary is calculated after your pension contributions are deducted. Other main pension benefits include a pension that increases each year in line with price inflation and the ability to exchange some of your pension to provide a tax-free lump sum. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website www.spfo.org.uk.

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

Email notification advising of outcome of shortlisting

- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Working Arrangements

Chief Officer roles are expected to ensure the needs of the service are met however there will be the opportunity for hybrid working within this role.

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

More details on terms and conditions can be found in Appendix 3: General Information for Applicants.

Useful Documents

[Council website](#)

[Local Development Plan](#)

[Outcome Delivery Plan](#)

[Vision For The Future \(under review\)](#)

[Financial Planning 2024-2030](#)

[Council Revenue Estimates 2024/25](#)

[Capital Investment Strategy](#)

[General Fund Capital Plan 2024/25 - 2033/34](#)