



IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council Job Description: M79a

Head of Finance – Financial Planning and Reporting

Main Purpose of Job

To lead the Council's Financial Planning and Reporting function, ensuring robust, strategic, and compliant financial management across the organisation.

The Head of Finance – Financial Planning and Reporting is responsible for the development and delivery of the Medium Term Financial Plan (MTFP) and Budget Monitoring.

This role provides strategic financial leadership and is the line manager of the Finance Manager, who is responsible for the day-to-day management of the Financial Planning and Reporting team.

The Head of Finance ensures that financial planning and reporting aligns with corporate priorities and supports long-term sustainability, working closely with the Assistant Director of Finance and other senior stakeholders.

Main Duties

- Provide strategic leadership on all aspects of financial planning, including the development, coordination, and delivery of the Medium Term Financial Plan (MTFP) and the annual budget-setting process.
- Act as a principal financial advisor to the Council, Executive, Committees, and senior managers, ensuring financial strategies support corporate objectives.
- Lead the Council's approach to budget monitoring and financial reporting, ensuring timely, accurate, and insightful information is available to support decision-making.
- Line manage the Finance Manager, providing strategic direction and oversight, while the Finance Manager leads the financial planning team.
- Ensure the Council's financial systems and processes are fit for purpose, efficient, and support effective financial management across all services.

- Maintain effective relationships with internal and external stakeholders including External Audit and wholly owned companies.
- Identify and lead opportunities for financial innovation, income generation, and cost reduction to support the Council's financial sustainability.

Operational (Generic) Duties

1. To develop, coordinate, implement and review the annual Operational Plan for the Service, incorporating the Council's risk management procedures.
2. To lead and develop operational area employees using delegated powers authorised by the Director / Assistant Director. To manage and supervise employees in accordance with Human Resources policies and procedures and management competencies including a positive duty to promote diversity and equal opportunities.
3. To be responsible and accountable for the operational areas budget/s including monitoring and reporting and the preparation of estimates as required by the Director / Assistant Director and in accordance with the Council's financial procedures.
4. To identify, coordinate and promote new and innovative opportunities to develop the service for the future including alternative methods of service delivery, external funding and partnership working.
5. Contribute to the development and implementation of corporate projects and policies.
6. To be responsible for Continuous Professional Development (CPD) in own specialist / professional area in order to remain abreast of new developments, local and national issues, case law and relevant legislation and also maintain comprehensive CPD records.
7. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



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Person Specification

Job Title: Head of Finance

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	• Degree level education or proven equivalent level of technical and organisational knowledge in own specific finance field • Appropriate financial qualification (ACS/ACCA/CIMA/CIPFA) • Up to date knowledge of technical and procedural developments in relevant field • Membership of a relevant professional body	• Evidence of continuing professional development	Application form/ Certificates
Relevant experience	• Management experience within a comparable organisation and service/ activity • Experience in operating and monitoring financial systems and procedures • Extensive and proven project management experience • Experience and evidence of the ability to successfully lead a team and line manage staff. • Proven ability to manage/mitigate risk • Responds well to new situations and shifting priorities	• Experience of working across a range of partnerships such as public, private and voluntary sector	Application form, interview and relevant tests

Specialist knowledge	• Demonstrates compliance with appropriate professional competence standards • Expertise in managing within the Council's statutory and legal responsibilities		Application form, interview and relevant tests
Personal Skills	• Ability to persuade, motivate, negotiate, convince and influence others • Excellent oral, interpersonal and written communication skills • Ability to work across teams and to work collaboratively with others • Able to work under pressure and to tight deadlines to achieve outcomes • Able to effectively delegate appropriate authority to encourage others to take on responsibility • Ability to work in a politically sensitive environment		Application form, interview and relevant tests
Special working conditions	• Willing to attend meetings or provide services outside the usual working hours if required.		Application form and interview