



IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council
Job Description: M79b

Head of Finance – Technical

Main Purpose of Job

To lead the Council's Technical Finance function, ensuring robust, strategic, and compliant financial management across the organisation.

The Head of Finance – Technical is responsible for the development and delivery of statutory financial reporting, technical accounting, treasury management, and financial compliance.

This role provides strategic financial leadership to the Technical Accountant and the Accounts Payable, Accounts Receivable, Treasury, and Insurance team.

The Head of Finance – Technical ensures that financial operations align with corporate priorities and support long-term sustainability, working closely with the Assistant Director of Finance and other senior stakeholders.

Main Duties

- Provide strategic leadership on all aspects of technical finance, including statutory accounting, treasury management, taxation, and financial compliance.
- 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 financial operations including accounts closure, Statement of Accounts production, and liaison with External Audit.
- Line managing the Finance Manager and providing strategic direction to the Technical, Treasury, Insurance, Income and Payments team
- Identify and lead opportunities for financial innovation, compliance improvements, and risk mitigation.
- Maintain effective relationships with internal and external stakeholders including External Audit and wholly owned companies.

- Ensure continuous professional development in technical finance and maintain up-to-date knowledge of relevant legislation and standards.

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. 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.



IPSWICH
BOROUGH COUNCIL

Person Specification

Job Title: Head of Finance

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Evidence of continuing professional development	Application form/ Certificates
Relevant experience	<ul style="list-style-type: none">• Management experience within a comparable organisation and service/ activity• Experience in the preparation and presentation of accounts• 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	<ul style="list-style-type: none">• Experience of working across a range of partnerships such as public, private and voluntary sector	Application form, interview and relevant tests

Specialist knowledge	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Willing to attend meetings or provide services outside the usual working hours if required. 		Application form and interview