



## Job Description

Post Title	Head of Finance
Team	Finance
Reports to	Finance Director

### Purpose of the Role

As the deputy to the Finance Director, owning and overseeing the financial control environment to ensure that the financial outturn of the Delivery Authority is accurately reported and forecast, financial scrutiny is applied to the Programme Estimate and relationships are successfully developed and managed with the DA Executive, Board, House teams and wider programme stakeholders. Adopt an analytical approach to understanding what needs to be done and be the driving force to make it happen to support the wider business objectives of the multi-billion-pound Restoration and Renewal Programme.

### Key Accountabilities and Responsibilities

- Ensure sound financial control in managing public money and supporting the Client Team in managing Treasury funding requirements. To support the Finance Director and the CEO, in the capacity as Accounting Officer and to act on their behalf as required.
- Working with the Board Committees and Executive team to ensure that principles of good financial and commercial practice inform our resource allocation and wider programme management.
- Provide critical insight to programme delivery activities to support value for money and build trust in the financial management of the programme.
- Provide a quality finance business partnering service to support the Finance Director, Executive Committee, and management teams of the Delivery Authority.
- Delivering a high-quality financial reporting framework, including monthly cash and management reporting, end of year statutory reporting and annual financial audit.
- Develop a continuous improvement culture suited to the changing phases of the R&R programme.
- Establish and mature and robust framework of financial control, documenting and reporting processes including systems, policies and procedures, financial authority and delegation.
- Business owner of Oracle ERP system for Finance, working closely with Data and Digital regarding upgrades and system improvements.
- Oversight of audit processes, coordinating the Client Team and Delivery Authority finance teams as well as internal audit and external auditors to ensure accuracy and completeness of deliverables in a timely fashion.
- Supporting the Client Team by leading on Treasury reporting, managing the vote on account, planning and laying an Estimate before Parliament and preparation for associated Commission meetings. Setting out a framework for financial budget and medium term planning and forecasting processes including systems, policies and procedures, reporting mechanisms and cycles.



- Deliver high quality management information and insightful analysis to support decision making.
- Reporting and analysing contingency and risk, Anticipated Final Cost forecasting, change control management and variance analysis against business case and programme baselines, including maintaining integrity between programme work breakdown structures and project reporting and financial structures.
- Management responsibility for the Delivery Authority's Financial Control, Accounts Payable, FP&A and Business Partnering teams.

## Key Stakeholders and Relationships

- CEO and Board of Directors.
- Line management of the DA Finance function.
- Budget holders across the Programme.
- DA Internal Audit team.
- Regular contact with other senior professionals and individuals at various levels and functions within the Delivery Authority.
- Maintaining strong and effective working relationships with a wide range of customers and partners including the Client Team, HM Treasury and the National Audit Office.
- Colleagues from the wider House Administrations, Finance and HR teams, Strategic Estates and In-House Services.
- Industry bodies and other external advisors on Legal, Tax and Corporate Governance matters.

## Qualifications, Skills and Experience

### Essential

- Educated to degree level in Finance/Accounting or a fully qualified Chartered Accountant with a recognised accountancy body (ACA, ACCA, CIMA or equivalent).
- Substantial post-qualified experience as a Financial Controller or equivalent role in a large complex public sector organisation or a large infrastructure capital programme.
- Excellent verbal, numerical, written communication and engagement skills.
- Able to build and maintain strong relationships, manage complex stakeholders and use advanced communication skills to leverage resources and networks to deliver business objectives.
- Advanced proficiency in using Microsoft Office, particularly Excel, Word and PowerPoint.
- Works well under pressure and able to prioritise multiple activities to meet or exceed deadlines, with strong time and project skills.
- Agile and flexible approach to work, with experience of working in an unstructured and ever-changing environment.
- Demonstrate a blend of technical financial management, systems management and planning and analysis skills.
- Experience leading, mentoring and managing a finance team, promoting development and continuous improvement within the finance function.

### Desirable

- Public sector reporting and Managing Public Money experience.