



# Candidate Pack

## **Head of Financial Services**

Up to £51,653

## **Finance Analyst (Special Projects)**

Up to £36,922

## **Finance Business Partner (Financial Planning)**

Up to £32,234

**Closing date: Tuesday, 19th April 2022**

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# Welcome and Introduction

First, many thanks for your interest in joining the Finance Team. The borough of Nuneaton and Bedworth is entering an exciting period of transformation and we are looking for three people to join our Finance Team to help us achieve our ambitions.

Working with Warwickshire County Council, we have recently approved delivery of both our [Transforming Nuneaton](#) and [Transforming Bedworth](#) programmes. These long term and ambitious plans aim to develop both our town centres to boost economic growth, provide new employment opportunities and ensure best use of our green and open spaces. We have some exciting developments, including our plans for the future [leisure developments](#), which include a new purpose built physical activity hub within Bedworth and enhancements to our leisure site within Nuneaton.

We do have financial challenges ahead but we are in a good position to deal with these. Although there will be some difficult decisions to make regarding savings and income generation opportunities, we are in a positive unique position with both government and match funding, which will contribute to improving our towns and the lives of people in our communities.

All in all, our aim is to ensure that we continue to meet our ethos of making Nuneaton and Bedworth the place of choice to live, visit and work.

Once again, we thank you for the time in considering a career with Nuneaton and Bedworth Borough Council and we look forward to your application.



**Brent Davis**  
**Chief Executive**



# Nuneaton and Bedworth

Situated in the north of Warwickshire, the borough of Nuneaton and Bedworth has a diverse population of around 129,000. Bordering the districts of both North Warwickshire and Coventry, the borough is in an excellent position for transport links across both Warwickshire and the wider West Midlands.

Both Nuneaton and Bedworth are steeped in history and are mentioned as far back as the Domesday Book. Both have a past in coal mining and are established market towns with successful markets still present today.

Perhaps most well known as being the birth place of the famous author George Eliot, Nuneaton is the largest of the two towns and attracts visitors from around Warwickshire. The River Anker runs through the town centre and into Riversley Park, a formal park that extends from the town centre to the outskirts.

Bedworth is the smaller of our two towns and one of its most notable buildings is the historical Nicholas Chamberlaine Almshouses dating back to 1840. The town is also home to the Civic Hall, a multi purpose entertainment venue and theatre which overlooks the Miner's Welfare Park, an extensive recreation space, including sports facilities and formal and informal park areas.



# Head of Financial Services

In this pivotal role, as Head of Financial Services, you will lead the Financial Services section. You will manage the day-to-day operation of the team ensuring accurate and timely professional financial support at all levels, including budget monitoring and budget strategy. You will also support the Director – Finance and Enterprise, and other colleagues within Financial Services, to ensure the team achieves excellence in its services to its customers, both internal and external.

Your main responsibilities will include producing, and subsequent monitoring, of the section's service and business plans ensuring a high-quality service is delivered that achieves our performance targets. As the head of the department, you will foster a creative and open environment throughout your team ensuring all employees feel supported, involved, and consulted.

You will ensure that the financial activities of the Council are co-ordinated and controlled within agreed timetables, providing assistance and guidance where required to support effective and efficient delivery and identify improvements. You will take a key role in the development and review of financial plans and strategies across the Council liaising with Directors and Members as required and supporting decision making. As the Head of Financial Services, you'll have responsibility for Treasury Management practices, policies and strategy including reporting to relevant Committees.

You will also deputise for the Director – Finance and Enterprise as required.

## Essential Criteria

- Qualified CCAB (or equivalent)
- Experience of successful management of budget preparation and closure of final accounts within tight deadlines
- Have significant, recent, and relevant experience of production of the Statement of Accounts and liaison with external auditors
- Have a successful track record of working as part of a team to achieve corporate goals and priorities
- Have proven management experience, incorporating successful management of people and resources in a climate of continual legislative and organisational change
- Be experienced in developing Treasury Management policies and strategies
- Experience in using and developing financial and IT systems
- Have knowledge of Local Government Finance and Housing issues
- Confident presenter of information to a variety of audience with the ability to convey complex information briefly and clearly
- Take account of political and economic pressures
- Ability to work with confidential and sensitive information

# Finance Analyst (Special Projects)

The Finance Analyst (Special Projects) will focus mainly on offering specialist support to various projects, particularly in Housing, Regeneration and Leisure, to include advice and guidance on commercial issues and funding for capital project schemes. The role will also contribute to the development and production of business cases and carry out financial analysis and options appraisals for various corporate projects.

The ideal candidate will be CCAB qualified or equivalent or willing to work towards with a strong background in undertaking financial appraisals and making appropriate recommendations to aid business cases. Although experience of local government policies is an advantage, what is more important is an understanding of capital project funding and a commercial drive. You should be a skilled communicator, with the ability to develop and maintain good working relationships with stakeholders, ensuring projects remain on track and produce the required financial outcomes

## Essential Criteria

- Experience of working in a finance department in a large multi-disciplinary organisation
- Able to work effectively as part of a team to achieve goals and priorities
- Significant experience of undertaking financial appraisals and making recommendations based on their outcome
- Significant levels of knowledge of business planning and option appraisals
- CCAB (or equivalent) qualified, or working towards
- Ability to identify and drive change and service improvement and adapt to changing priorities
- Ability to provide detailed advice and recommendations on complex finance related issues
- Ability to produce and understand detailed, complex financial reports to aid decision making
- Excellent working knowledge of Excel, Word, and financial systems
- Ability to identify commercial opportunities and develop creative solutions to problems creating measurable outcomes
- Confident presenter of information to a variety of audience with the ability to convey complex information briefly and clearly.





# Finance Business Partner (Financial Planning)

The Finance Business Partner (Financial Planning) will provide high quality advice and guidance on financial strategies to support the council in delivering value for money services. In this role you will be dealing with the Housing Revenue Account (HRA) and the Local Authority's solely owned company (Nuneaton and Bedworth Community Enterprise Limited).

You will ensure that officers and members are provided with high quality strategic advice and direction on financial strategies, policy, standards and practices, enabling services to make timely and well-informed decisions in the knowledge of the impact those decisions will have financially on the Council. You will also drive the delivery of productivity and efficiency improvement and cost reduction plans across the Council and the identification and securing of new funding streams.

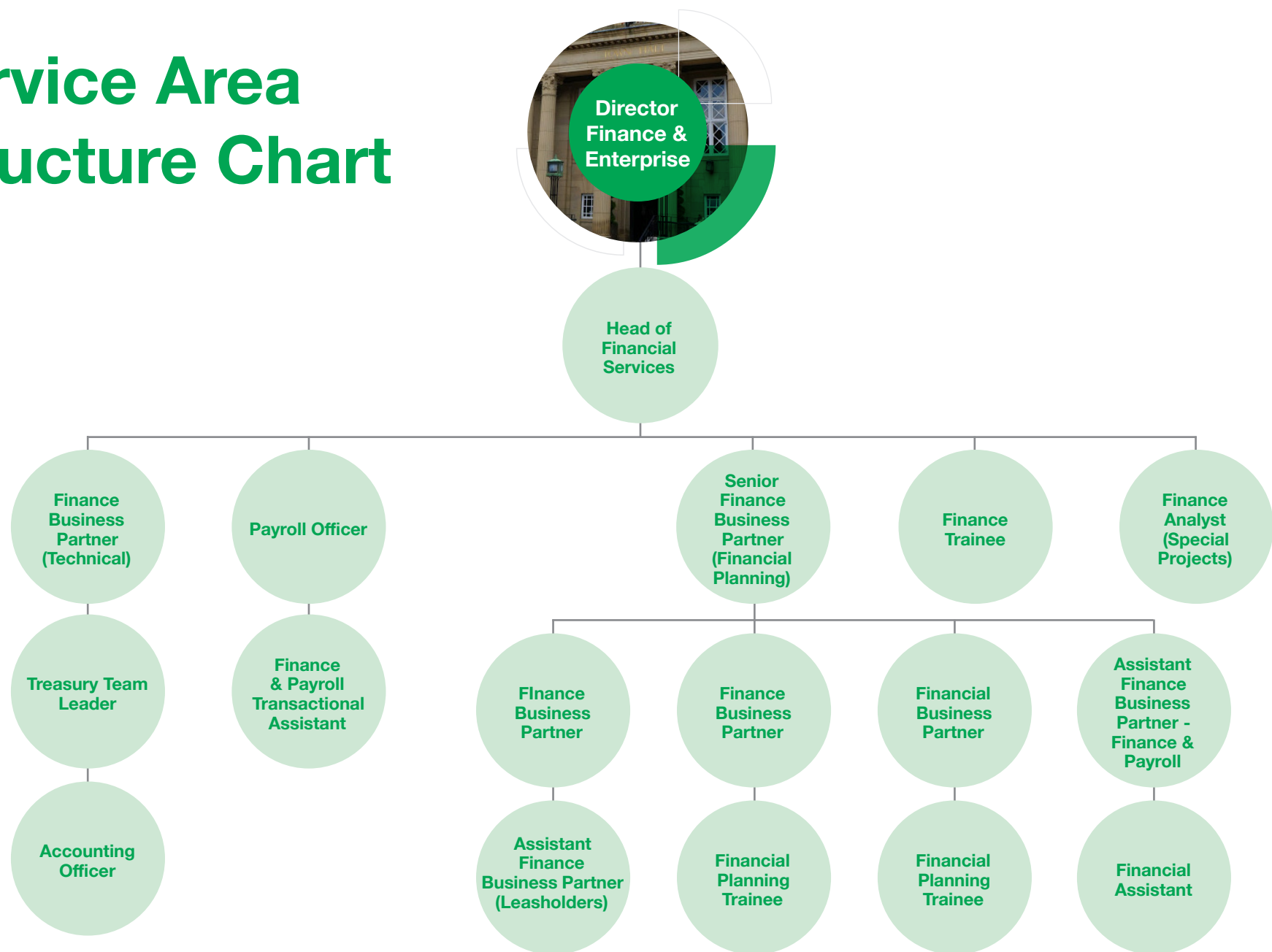
The ideal candidate will be fully CIPFA qualified (or other similar CCAB qualification) or currently working towards achieving this. You will have recent experience in a finance environment, a customer-focused culture, and the ability to respond to change positively. The ability to understand complex financial information and explain this to non-finance colleagues is also essential.

## Essential Criteria

- Experience of working in a finance environment, producing high-quality accurate reports, utilising a variety of IT systems and providing a high-quality service
- Experience of developing and maintaining good working relationships internally and externally to achieve agreed service outcomes
- Experience of identifying opportunities to develop financial systems and processes
- Fully CIPFA qualified (or other similar CCAB qualification) or studying toward
- Drive service improvement through challenging processes and ways of working and undertaking option appraisal and sensitivity work.
- Confident presenter of information to a variety of audience with the ability to convey complex information briefly and clearly
- Demonstrate a high degree of motivation, personal enthusiasm and be able to use own initiative
- Ability to work to deadlines to achieve positive outcomes
- Ability to provide detailed advice and recommendations on complex finance related issues



# Service Area Structure Chart





# Our Values

As a Council we are strongly committed to our values and look to embed them in everything that we do. We feel our values enable and empower our employees to reach our aim of meeting the needs of our residents.



## Service for our customers

We put our customers first in everything we do.



## Integrity in our actions

We are open, honest and fair; communicate accurately and keep our promises. We act within the law and the Council's Constitution and policies.



## Accountability for our performance

We accept personal responsibility, not seeking to blame others and apologise if we get things wrong.



## Co-operation with Councillors, colleagues and partners

We share ideas, knowledge and resources; we are friendly towards, listen to and respect each other, and work in teams to deliver excellence.



## Objectivity in our decisions

We base our decisions on evidence, welcome challenge and take account of alternative opinions and the wider picture.



## Efficiency to keep overall costs down

We constantly improve our value for money, learning from good practice, eliminating waste, and making the most of our assets.



## Confidence to try things out

We give our people encouragement, authority and support to be creative and flexible in how they deliver services; learning from things that go wrong when we experiment.



# Our Employee Benefits

We offer a wide range of benefits including:

## Competitive salaries

that are based on our competency framework and paid according to the scoring of the job profile, to ensure that all roles performing the same duties are paid equally.

## A generous annual leave entitlement.

Our employees receive **24 days annual leave, rising to 29 days after 5 years continuous service.** Plus all bank holidays.

## A wide range of learning and development opportunities.

We recognise our employees as a valuable resource and are therefore committed to the investment of time and financial resources to support the learning and development of our workforce. We offer a wide range of learning prospects, which to name a few include: In-house training sessions, E-learning modules, Leadership and management development programmes and a Post Entry Training scheme.

## Access to the Local Government Pension Scheme (LGPS),

which provides a secure future income, independent of share prices and stock market fluctuations. To help your pension grow, the Council meets the balance of the cost of providing your benefits into the LGPS.

## Employee Assistance Programme

24/7, 365 access to free confidential support.

## Health and Wellbeing initiatives

our in-house Sports Development Team operate regular work place challenges, health checks and MOT's. Employees also receive discounted gym and leisure membership.

## Vivup Employee Benefits platform

all our employees gain access to offers and permanent discounts to everyday savings, ranging from discounts on high street stores to offers on days outs.

## Travel, car allowances and schemes

mileage allowances are paid for using cars/cycles for Council business. In addition, Level 1 car users are provided with a car park pass. We also operate a Cycle salary sacrifice scheme.

## Work-life balance

We have a number of initiatives in place to support flexible working including, a job sharing policy, career break scheme, flexible working policy, flexitime scheme, parental leave scheme, time off for dependants, maternity support leave and agile working.



# Application Process

To apply for these roles please click 'apply' on the link below.

You will be required to enter some personal details, upload your CV and supporting statement.

Please ensure your covering letter is no more than 2 pages and that both documents outline your experience, skills, and knowledge in line with the person specification.

Please contact Ruth Bartlett at [ruth.bartlett@nuneatonandbedworth.gov.uk](mailto:ruth.bartlett@nuneatonandbedworth.gov.uk) if you wish to discuss the opportunity before you apply.



Interviews are expected to take place physically on site at Nuneaton and Bedworth Borough Council.

**Apply here**

