



Candidate Brief

Client:	Maldon District Council
Role:	Finance Manager (Deputy Section 151 Officer)
CIPFA Penna Consultant:	Andrew Tromans

Contents

1. Advert
2. Structure Chart
3. Role Profile
4. How to Apply

Further reading:

- Corporate Strategy - <https://www.maldon.gov.uk/corporateplan>
- Investment Prospectus - [Home - Maldon District Council](#)
- Tourism website - www.visitmaldondistrict.co.uk
- Current Local Plan (LDP) information:
 - Document:
https://www.maldon.gov.uk/download/downloads/id/14807/approved_maldon_district_local_development_plan_2014-2029.pdf
 - Map:
https://www.maldon.gov.uk/info/20048/planning_policy/8107/local_plan/5

Advert

Finance Manager (Deputy Section 151 Officer)

Salary: Competitive
Location: Maldon, Essex (Hybrid working available)
Contract: Full-time, Permanent

Maldon District Council is seeking a Finance Manager (Deputy Section 151 Officer) to provide robust financial leadership and expert guidance to ensure the council delivers on its Medium-Term Financial Plan and statutory obligations. This is an exciting opportunity to work across a broad range of financial functions, gain invaluable leadership experience, and make a tangible difference to the council and the community it serves.

The Role

As Finance Manager, you will report to and work closely with the Council's CFO and will lead all finance services. Responsibilities will include:

- Deputising for the Section 151 Officer and ensuring the effective management of the council's financial resources.
- Leading the finance team to deliver high performance, financial compliance, and innovative service improvements.
- Overseeing the preparation of budgets, financial reporting, and accounts closure.
- Supporting strategic decisions through expert financial advice to elected Members and senior stakeholders.
- Driving financial efficiency, risk management, and robust governance.

Candidates

We are looking for a finance professional who is a member of a recognised accountancy body (e.g., CIPFA, ACCA, CIMA). You will bring experience of public finance leadership, with a track record of:

- Experience of budget management and strategic financial planning.
- Exceptional communication and interpersonal skills, with the ability to influence and negotiate effectively across diverse audiences.
- A proactive, resilient, and collaborative approach, with a passion for achieving excellence.
- Whether you are looking for the next step in your career or seeking to broaden your leadership impact, this role provides a unique opportunity to shape the financial strategy of a thriving local authority where there is a focus on economic development, growth and investment.

What We Offer

Maldon District offers an enviable quality of life, combining stunning rural landscapes with proximity to London and excellent transport links. Joining us means becoming part of a supportive and innovative team dedicated to delivering the best outcomes for our residents. Alongside a competitive salary and flexible working arrangements, this role offers the opportunity to make a lasting impact on the future of our district.

Next Steps

If you are ready for the next step in your career, with an inclusive and supportive team, we want to hear from you. For an informal and confidential discussion about the role, please contact:

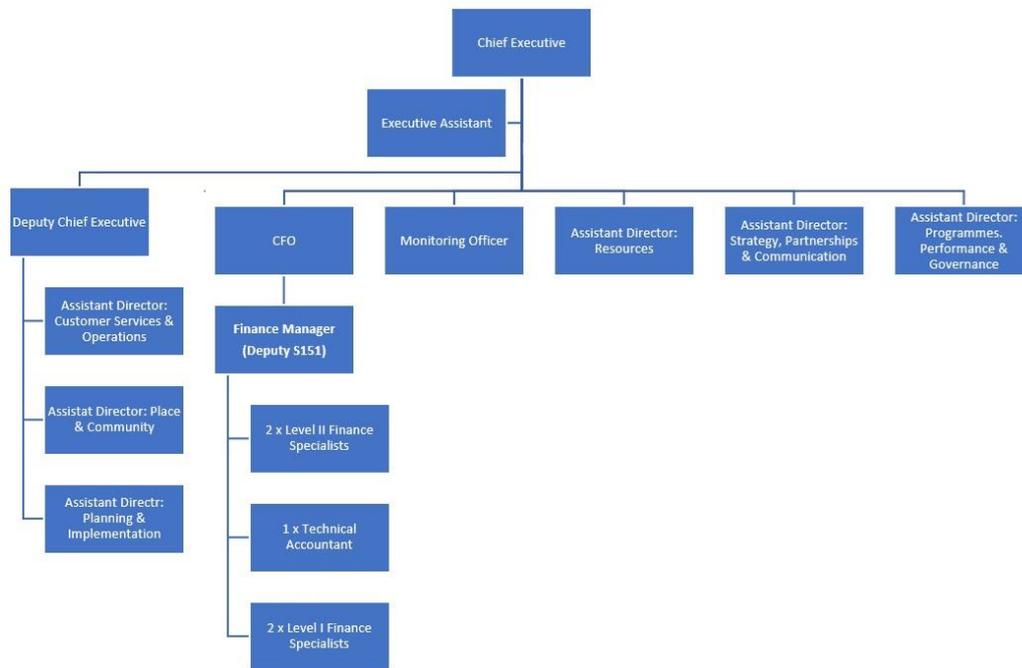
- Andrew Tromans – 07709 512415 / Andrew.Tromans@Penna.com
- Kelly Ridley – 07743 980 867 / Kelly.Ridley@Penna.com

Closing Date: Midnight, Thursday 8th May 2025

Maldon District Council is an equal opportunities and disability confident employer, welcoming applications from candidates of all backgrounds.



Structure Chart



Due to growth necessary in the team, the following two posts are to be added, reporting directly into this role.

- 1 x Senior Technical Accountant
- 1 x Senior Finance Specialist

Role Profile

Job Title Finance Manager (Deputy Section 151 Officer)
Service Area Strategy & Resources Directorate
Salary Competitive

Reporting to Chief Finance Officer
Responsible for Level II Finance Specialists (2)
Technical Accountant (1)
Level I Finance Specialists (2)

Team Purpose

- To provide a range of timely, effective support services; ensuring compliance and enabling the organisation to deliver for its customers.

Role Purpose

- To deliver a specialist, professional service with high standards of advice and support and resolving cases of varying complexity as they arise. Ensure compliance with statutory regulations, legislation, professional codes of practice and adherence to council policy. Deliver projects, interventions and initiatives and develop policies (together with the Strategy teams) in-line with corporate and business plans. Ensure and develop appropriate levels of quality and specialist knowledge within the Resources Case Management team. To ensure that enquiries and cases are managed and completed at the appropriate level.

Key Accountabilities

- Deliver customer-focused specialist advice and services for one area of specialism, keeping up to date with current and emerging legislation, best practice and policy to ensure continuous development and improvement in services.
- Ensure personal, professional development is maintained to the required standards.
- Working collaboratively with colleagues across the organisation, Members and managing key relationships e.g. with members, partners, other stakeholders.
- Access and accurately update all relevant information systems, both customer and back office ensuring that the master customer record is updated and maintained through verification and validation, and in accordance with Data Protection principles.
- Owning key professional and technical stakeholder relationships on behalf of the council relevant to day-to-day delivery of services or projects.

- Have a deep understanding of more than one specialist area, enabling resolution of a broader range of more complex cases, applications and inspections and providing resilience and flexibility within the specialist team.
- Provide functional leadership for a team of specialists ensuring the provision of professional services that meet customer needs.
- Prepare and present reports to council committees and other internal and external meetings.
- Acting as member of corporate or community project teams - providing specialist advice and input.
- Lead a community of practice for one or more subject/specialist area(s) working with teams across the council – provide technical mentoring and support, encourage transfer of specialist knowledge, share best practice, new legislation and associated changes to processes and scripts and have oversight of the end-to-end process or customer journey and related contracts.
- Support projects and contracts that deliver community and corporate objectives.
- Leading contributor to strategy, performance and quality control, and service and financial planning for specialist area.
- Contribute to performance appraisals and development for a number of staff.
- To be Deputy S151 Officer.

Appointment and progression through grades will be based on the needs of the business.

Ways of Working	
Collaborative working	<p>As part of the Resources Specialist team work collaboratively across the council to provide a seamless service to customers, collaborate on corporate projects and engage positively and effectively with members, partners and other stakeholders.</p> <p>Conduct self and work in ways which encourage communication and empowerment within the team.</p> <p>Develop skill levels of self and others to support multi skilling and knowledge transfer.</p>
Customer Service	<p>Able to identify and develop opportunities to improve the customer journey. Champion own ideas for the improvement of service and processes.</p>

Ways of Working	
	<p>Develop digital and self-service channels and implement customer enabling and prevention opportunities.</p> <p>Access and accurately update all relevant information systems, ensuring the "golden customer record" conforms to all verification and validation processes and in accordance with Data Protection principles and council policy.</p>
Supporting Corporate Projects	<p>Contribute to Corporate Plan development and the development of associated plans and policies.</p> <p>Deliver agreed objectives and services associated with the Corporate Plan.</p> <p>Support projects and contracts within own professional area that deliver community and corporate objectives. Provide specialist advice and input to corporate projects.</p>
Performance	<p>Implement strategies, policies, service and financial plans, to ensure statutory and corporate targets are met and provide best value for the council.</p> <p>Draft policies which respond to emerging legislation, best practice and guidance to ensure continuous development and improvement in services.</p> <p>Understand strategy, performance and quality assurance standards and service/financial planning requirements for own specialist area.</p>
Budget management	<p>Ensure the service budget is managed in accordance with legislation, Council policy and good practice, enabling best value for money for the Council.</p>

Person Specification

Qualifications

- Qualified Accountant, AAT as minimum
- Evidence of continuous professional development

Knowledge, Skills and ability, and Experience

Knowledge

Understanding of the governance arrangements for the service and the council.

Good working experience and knowledge of local government finance.

Very good working knowledge of legislation and developments in local government finance.

Proven ability to give sound advice and guidance on a limited range cases, topics or issues.

Experience of working with systems relevant to local government finance.

Proven ability to enforce legislation where appropriate.

Extensive working experience and knowledge of practices / methodologies within local government finance.

Experience of working with systems relevant to local government finance.

Specialist Knowledge

Leading on all aspects of Local Authority Finance.

Providing expert advice and support on all finance functions and leading a team delivering this.

Providing Deputy S151 function

Special Requirements

Emergency Planning

A requirement of this role will be to attend emergency planning training. The role holder will be required to support the Council's emergency planning response.

Election Duties

This post will, on occasion and with reasonable notice, be expected to assist with election duties as

Special Requirements	
	required and this will include working unsociable hours.
Political Restrictions	<p>This role is politically restricted.</p> <p>Under the provisions of the Local Government and Housing Act 1989 ("the 1989 Act") this role is automatically classed as a politically restricted post as a 'specified post'. See Politically Restricted Procedure note for more detail.</p>
Disclosure Barring Scheme	<p>This role requires a Basic DBS being undertaken prior to any contract of employment being offered. This will be re-checked every three years.</p>

Standard Terms	<ol style="list-style-type: none"> 1. To comply with appropriate legislation, service and Council policies. 2. All employees have responsibility under the Health and Safety at Work Act 1974. These responsibilities are laid out in the Council's Health and Safety policy and procedures. 3. To support and be committed to the Council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults; the Council expects all staff and volunteers to share this commitment. 4. To support the Council's equality and diversity policies. 5. To operate within the Council's IT policies and data protection rules and regulations. 6. To operate within the Council's financial regulations. 7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines. 8. To participate in internal committees and departmental working parties to ensure continuous improvement as required. 9. Any other reasonable duties as may be required from time to time.
-----------------------	---

Competency Framework

Central to the delivery of the role are the Council’s values and behaviours and all employees are expected to work within the Council’s Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

Maldon behaviours [competencies]: see the framework in the Performance Review Toolkit for a full list behavioural indicator	
Core Competencies – All Workforce	
Communicating	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
Managing and Leading People	Providing direction and support to those we work with to ensure service excellence.
Customer Focus	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
Planning and Managing Work	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
Analysis and Problem Solving	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
Initiative and Decision Making	Taking the right action, based on what we know and being responsible for what happens.
Developing Self	Committed to developing own skills, knowledge and abilities to enhance capability.

Competency Framework

Central to the delivery of the role are the Council’s values and behaviours and all employees are expected to work within the Council’s Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

Leadership Competencies	
Providing Direction	Shaping a vision and environment that enables, inspires and influences others, providing them with a clear sense of direction and purpose.
Collaborative Working	Developing alliances and engaging effectively with partners and stakeholders for the benefit of the Council.
Change Management	Embracing change and continuous improvement for a more effective Council.
Achieving Success	Providing excellent leadership to help others perform at their best and create effective and efficient service delivery.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the Council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the Council has to deal with the results of a civil emergency.

How To Apply

This guidance contains important information to help with your application:

- Please apply by submitting a CV and Cover Letter (no more than four sides of A4 in length per document aligned to the person specification). Please also include your contact details.
- Please ensure your full employment history is outlined in your CV; where there are essential criteria, competencies and/or qualifications please make clear how you meet these. We may wish to verify this information during the recruitment process.
- Please provide the details of two referees. Note that we will only approach referees for candidates proceeding to final selection and only with your permission. Please clearly indicate whether we can approach each referee before the selection date.
- Please share with us in your Cover Letter the values and behaviours that you bring to your leadership, and how you will transfer your skills and experience into this role.
- Please complete the Equal Opportunities Monitoring Form when you upload your details.
- Please return your application by the closing date – no applications will be accepted once the long listing process has begun.
- Following long listing, you will be contacted directly by a Penna consultant to update you on the status of your application.
- Asking for adjustments – we’re committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to consider doing anything differently during the application, interview, or assessment process, including providing information in an alternative format, please contact us,

Please note the key dates in the recruitment process:

Closing Date	Midnight, Thursday, 8 th May 2025
Shortlisting meeting (Candidates are not required to attend)	TBC
Final Interviews (in person)	TBC

Please contact Andrew Tromans on 07805 226301 or Kelly Ridley on 07743 980 867 for a confidential discussion or for any information, insight or guidance about either the role or recruitment process.

To apply for this role, please visit the following link to upload your CV and Cover Letter:

[Apply for Deputy S151 Officer](#)