Job Profile

Financial Management & Planning Manager (Deputy S151)

Grade: Job Size 2
Date created: 24 June 2026

About the Job

The postholder will be expected, as a senior manager within the Council's leadership and management structure, to ensure the achievement of the Council's strategic and corporate priorities through effective financial leadership, management and professional advice. The postholder will also contribute to wider corporate responsibilities, including support to transformation and service redesign, attendance at member meetings and participation in relevant emergency planning and response arrangements.

The postholder will support the Head of Finance & Resources (Section 151 Officer) in ensuring the proper administration of the Council's financial affairs, promoting financial resilience, sustainability, value for money and strong corporate governance across the organisation. Lead and manage the delivery of core corporate finance functions, providing clarity of purpose, effective communication, programme and performance management, strong technical capability, commercial realism and innovative thinking.

Work collaboratively with councillors, directors, heads of service, internal services and external partners to ensure robust financial planning, effective resource allocation and high-quality decision-making in support of the Council's priorities. Demonstrate strong leadership and collaborative working, fostering positive relationships across the organisation while championing cultural change.

Act as the Council's designated Deputy Section 151 Officer, deputising for the Head of Finance & Resources as required, and providing professional leadership in relation to:

- Corporate finance, including MTFS, annual budget and in-year monitoring
- Capital programme planning and business case development.
- Change management and leading staff through cultural change
- Financial systems, controls and compliance
- Finance business partnering and advisory service
- Liaising with external and internal audit

To be part of the City Council’s wider leadership team supporting the strategies, plans and policies of the council, ensuring the sustainable delivery of effective, efficient, innovative and entrepreneurial services and the development of strong and cohesive communities.

Work to build constructive operational relationships with services in the Council, including councillors and externally with partners.

This is what we need you to do...

- Play an active and leading role in the Council's leadership and management structure, working with councillors, directors, heads of service and external partners to develop and deliver corporate priorities, strategies and plans.
- Lead the finance service, ensuring effective deployment of resources, strong performance management and a culture of continuous improvement and professional development.
- Champion organisational and cultural change, helping embed new ways of working and continuous improvement across the service.
- Provide leadership through the continuing recovery and improvement of the finance service, embedding higher standards of performance and professional practice.
- Lead by example, demonstrating the Council's values and behaviours and fostering a culture of accountability, integrity and professionalism.
- Attend member meetings, including evening meetings, and work flexibly to meet the needs of the organisation, as expected of all senior appointments.
- Support the Head of Finance & Resources (Section 151 Officer) in ensuring the proper administration of the Council's financial affairs, promoting a strong culture of financial stewardship, accountability and value for money.
- Act as the Council's Deputy Section 151 Officer, providing professional advice, leadership and cover as required, including during periods of absence and on matters delegated by the Section 151 Officer.
- Lead and coordinate the development and delivery of the Medium Term Financial Strategy (MTFS), annual revenue budget and capital programme, encouraging a commercial approach and demonstrating value for money.
- Ensure budget monitoring and forecasting arrangements are robust, provide timely, high-quality information, and support budget officers through effective engagement and training.
- Develop, implement and review the Council's property investment strategies and financial management policies and procedures.
- Support the development of entrepreneurial and commercial opportunities to generate income, reduce expenditure and deliver financially sustainable services.
- Liaise with internal and external audit and support the Audit & Governance Committee.
- Take the lead on producing statutory and government returns and liaise with government departments and external auditors on associated issues.
- Keep financial systems, processes, controls and standards under review, ensuring compliance with legislation, professional accounting standards and best practice.
- Ensure effective management of financial risk, maintaining appropriate controls, mitigations and assurance arrangements.
- Provide high-quality, timely and authoritative financial advice and challenge to councillors, senior officers and budget managers to support lawful, evidence-based and financially sustainable decision-making.
- Develop and promote a high-quality finance business partnering approach that supports services to deliver their objectives efficiently and within agreed resources.
- Train, advise and support officers and members on budgets and financial strategy relevant to areas of responsibility.
- Support the Council's transformation, modernisation and organisational development agenda, ensuring robust financial input into business cases, savings proposals, investment decisions and major programmes.
- Work collaboratively across the organisation and with partners to support financial resilience and long-term sustainability, strengthen financial governance and promote a strong customer-focused approach to financial services.
- Develop, promote and maintain effective stakeholder relationships locally, regionally and nationally, including with auditors, government bodies, partner organisations and professional networks.
- Carry out such other duties as may be required and are commensurate with the grade of the post and its senior role within the Council.

- Play a key role in year-end closure of accounts and production of the Statement of Accounts.
- Support budget officers through effective engagement and training.

Monitoring and ongoing development of outcomes
As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend it as necessary.

The ideal candidate will have...

Experience

- Substantial experience of success in a senior finance role within local government or a similarly complex public sector organisation.
- Significant experience of leading or supporting medium-term financial planning, budget setting and in-year financial management.
- Proven experience of producing or overseeing a local authority Statement of Accounts and managing the external audit process.
- Proven experience of championing organisational change and leading staff through cultural change.
- Experience of leading change, engaging and influencing stakeholders.
- Experience of treasury management, capital planning and financing strategies.
- Experience of providing high-level professional financial advice to senior officers and elected members.
- Experience of leading, motivating and developing high-performing teams.
- Demonstrable experience of improving financial management, strengthening governance and delivering value for money.
- Experience of supporting corporate transformation, regeneration or major capital programmes.
- Experience of working effectively in a complex, politically sensitive environment.

Knowledge, Skills and Understanding

Behavioural attributes

- **Efficiency and Value for Money:** Taking ownership of your work you will work flexibly to provide high quality services and ensure sound stewardship of public resources.
- **Forward thinking with Innovation:** Being creative and using your initiative you actively seek to improve systems, processes and services.
- **Making Residents Lives Better:** Supporting excellent services by ensuring resources are used effectively to benefit residents and communities.
- **Passionate about the City:** Taking pride in your work and understanding how effective financial leadership contributes to Gloucester's success.
- **Working Together to make it Happen:** Working collaboratively, communicating clearly and demonstrating a positive, solution-focussed approach.

Expected to perform at level 3 of Gloucester City Council's Employee Behaviours Framework

Education & Qualifications

Essential

- Educated to degree standard, or equivalent combination of education and experience.

- Strong technical knowledge of local government finance, accounting standards, statutory reporting and regulatory requirements.
- Clear understanding of the responsibilities of the Section 151 Officer and the wider governance framework in local government.
- Ability to provide credible, balanced and authoritative professional advice and challenge.
- Ability to communicate complex financial information clearly and effectively to a wide range of audiences.
- Strong analytical, planning and problem-solving skills.
- Well-developed leadership and people management capability.
- Ability to influence, negotiate and build strong working relationships.
- Experience of promoting a culture of innovation, accountability, learning and customer-focused service delivery.
- Commercial awareness and the ability to support financially sustainable service delivery.
- Strong understanding of risk management, governance, audit and assurance frameworks.
- Ability to work effectively alongside councillors in developing and delivering priorities.
- Builds effective relationships across teams and departments, working collaboratively to achieve shared goals.
- A full professional accountancy qualification (CIPFA, ACA, ACCA, CIMA or equivalent).
- Commitment to continuous professional development.

Desirable

- CIPFA membership or strong familiarity with CIPFA guidance and local government finance frameworks.
- A leadership or management qualification
- Experience in developing budget monitoring framework and process.