

PUBLICA

Job Description and Employee Specification

We deliver great services to communities on behalf of their local council. We are owned by the councils and not external private shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

Job Title:	Assistant Director – Finance (Shared Services)	Location:	Cheltenham / Cirencester / Coleford / Witney / Agile
Reports to:	Managing Director	Working Hours:	37 Hours per week
Job Number:		Line Management Responsibility	Chief Accountant Business Partner – Procurement Business Partner – Insurance Business Partner – Treasury Management Team Leader – AR / AP Head of Environmental Protection, Revenues & Benefits
Job Group	Asst Director	FTE Salary (pro-rata) range:	£102,447 Per Annum
Main Purpose of this specific role:	• Provide leadership within your area of specialism and actively contribute to the overall strategic direction of Publica. • Deliver trusted, flexible, efficient and resilient shared financial services to all partner organisations that meet their current needs and future aspirations. • Effectively deploy & oversee resources to ensure the delivery of ongoing improvements in organisational efficiencies and effectiveness. • Be accountable for the delivery of performance driven and value adding outcomes to Publica's internal and external customers. • Support Publica in strengthening its core areas of expertise, whilst preparing services for the potential impact of Local Government Reorganisation within Gloucestershire and Oxfordshire and represent Publica, its services and partner Councils in the LGR programmes for both Gloucestershire and Oxfordshire to		

	support the development of the future operating model, service delivery and governance. • Provide strategic leadership across the organisation to ensure a strong, sustainable future for Publica’s employees, working closely with peers and Senior Officers at the Shareholder Councils and the Publica Board. • To act as the advisor to the Board in relation to Finance and other areas within your portfolio, and presenting reports as required to the Publica Executive, Board and Shareholders. • To take reports to the Audit and Risk Committee (ARAC) to provide Board Level Assurance that the company is compliant and meeting its statutory obligations. • Establish departmental accountabilities for the range of functions set out below. • To manage and deliver the annual budget setting process including providing information for Publica and partner councils to support the development of robust plans across the Councils and Publica. • To develop positive relationships with our external audit provision, internal audit and the Counter Fraud and Enforcement Unit (CFEU) to ensure we remain compliant. • To work with the Chief Technology Officer (CTO) on the development of Business World ERP system to meet our needs and that of our Shareholders, and the automation of transactional processes.
Reporting lines:	Reporting directly to the Managing Director, you will lead and manage teams which provide services across multiple sites and shareholders. You must be able to manage virtual teams to have a wider business impact. You will be responsible for the day to day running of the finance shared service, which includes the following service functions delivered to a range of partners: • Council Tax and Business Rates • Housing Benefit and Council Tax Support

	• Licensing & Environmental Regulatory Services • Accounts Payable • Accounts Receivable • Banking and Exchequer functions • Procurement • Treasury Management • Insurance • Financial and Management Accounting
Key responsibilities:	• In conjunction with the Managing Director, Executive Directors and Chief Technology Officer design a commercially focused, agile business strategy, to deliver excellent customer service and meet Council Priorities. • Create a business-like culture of continuous improvement, customer focus, commercialism and drive forward service improvement. • Adopt a commercial mind set when monitoring and managing financial resources and budgets (both Publica and appropriate Council budgets) • Always seek to raise standards and performance levels across your function and area of responsibility • Effectively lead, promoting employee engagement, recognising good performance and addressing poor performance, and championing equality and diversity. • Make sound recommendations to improve Publica's effectiveness, efficiency and service delivery through effective challenge and partnering and harnessing new ways of working. • Manage multiple stakeholders and clients attending relevant meetings in order to influence and negotiate with other services. • Monitor, plan and control projects as required using different approaches.

	• Act as a role model by leading, managing, motivating and developing staff across the organisation. • Communicate plans, policies and industry trends including statutory changes, issues, risks and consumer demand within your area of specialism throughout Publica, including where relevant client organisations. • Create an open approach to communication, consulting and engaging staff, and working collaboratively 'in the open'. • Provide corporate and strategic advice to partner councils as appropriate. • Be responsible for robust budgetary monitoring controls ensuring effective budgetary management is exercised by ensuring that all resources are managed efficiently and effectively within finite resources. Be accountable for delivery and achievement of agreed savings and efficiencies. • Support the partner Councils and organisations emergency preparedness, response and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with multi-agency partners. • Be part of a Duty Manager rota The post holder will be fully responsible and accountable for all areas within their remit and empowered to make decisions in relation to the outcomes they are working to achieve.
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General Accountabilities:	General Accountabilities: • Be responsible for maintaining a safe working environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within the work environment. • To be compliant with the Codes of Conduct, Regulations and policies of Publica. • Undertake such other duties as may be appropriate to the post as directed by the Managing Director or Executive Directors. • To have effective business continuity arrangements in place for your services and ensure an appropriate response to a major incident can be made, including taking up a designated role within the emergency management framework.
Essential qualifications/skills /experience specific to this role:	• Educated to degree level <u>or</u> equivalent experience in one or more relevant technical specialist areas. • Fully Qualified CCAB / CIPFA Accountant • Substantial (10 years plus) post qualification experience in a relevant field / specialism. • Experience at engaging and reporting at Board/Cabinet level • Significant experience of managing services during periods of large organisational change. • Experience at managing large process orientated services • Ability to inspire and successfully motivate others towards shared objectives • Experience in preparing, negotiating and managing budgets • Ability to lead and influence strategic direction • Effectively manage knowledge and information across Publica and its clients

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	• Ability to demonstrate a dynamic and proactive approach to problems and challenges • Be results driven as measured by your outcomes • Exceptional leader and manager with experience in leading multidisciplinary teams and bringing about organisational change through people. • An experienced facilitator and collaborative team member, with strong stakeholder management, communication and negotiation skills, and the ability to lead through influence.
Desirable Requirements Qualifications, Skills and Abilities:	• Experience of having worked at a senior level in a political environment, e.g. local authority, government department, Teckal company, arms-length housing organisation or similar. • Experience of working in a geographically dispersed complex organisation. • Knowledge and experience of organisational development policies and practices relevant to a Teckal company / LATCo or similar e.g. Housing Association or ALMO, charitable company etc. • Recognised Management qualifications (e.g. ILM, CMI). • Experience of Business World Finance System (Unit4 ERP / Agresso) • Experience of Revenues and Benefits
Special Conditions:	• There will be a requirement to work across all the Publica and client locations to meet the needs of the business. • You will be expected to work reasonable additional hours in line with the needs of the service. • You will need the use of a vehicle/own transport for work purposes (a company lease scheme is available).

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	This post designated as politically restricted in accordance with the Local Government and Housing Act 1989. Politically restricted post holders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.	
Date of Issue:	May 2026	
	Frank Wilson – Managing Director	