

# Finance for Heads of Service

*Are you struggling  
to get to grips with  
council finance?  
Unclear about who  
is responsible  
for what?*

As a Head of Service, it is likely that you have the delegated responsibility for managing the service's budget. Therefore, understanding how best to control and manage a budget are key skills, but viewed by many as a daunting challenge, due to the perceived complexity and seemingly impenetrable jargon that comes with council finances.

Over two 1.5 hour workshops, participants will gain a firm grasp of how to manage council finance effectively, what delegated budget authority means for service staff and what should be expected from finance professionals.

**By the end of the workshop, participants will be able to:**

- Understand the key role the approved budget has at a local council.
- Understand the role of the Head of Service in developing and managing a budget.
- Use a series of tools and techniques to effectively manage a budget.
- Consider how best to link financial performance information with wider service performance management systems.
- Consider what a Head of Service should expect from finance professionals as they support the budget management process.
- Confront and overcome the barriers of jargon that make finance difficult.

# CURRICULUM

## Week 1

**17 February 2022, 10:30 - 12:00**

The importance of the budget in local government – key concepts and legal requirements. Delegated budget authority, roles and responsibilities. The budget setting process. Tools and techniques for managing and reporting spending and income against budget.

## Week 2

**24 February 2022, 10:30 - 12:00**

The role of the finance function. What to expect from your finance professional. What they will expect from you.



## Presenter:

**Dr Ian Fifield BSc (Econ), CPFA**  
Managing Director, Fifield Training Ltd

Ian is an experienced trainer and facilitator with over 25 years' experience in designing and delivering finance, audit

and governance training for local authorities and other public service organisations.

He has an excellent reputation in making subjects that are considered by many as difficult and dry, relevant and understandable. He has worked with the Local Government Association on their councillor training programmes for over 10 years, including facilitating the Finance and Audit Committee leadership essential programmes. He also delivers a wide variety of finance and audit related in-house training programmes tailored for local councillors, service managers or finance professionals.

Ian is CIPFA qualified and, prior to running his own training company, worked as an accountant in local government, as an external auditor for local government and health bodies and as a university lecturer. He has served as the Independent Advisor to the London Borough of Barking and Dagenham's Audit Committee.

## Who should attend?

Heads of Service

Deputy Heads of Service

Budget Managers in service departments

## Why attend?

Build your understanding of local government financial management.

Develop your skills in managing finances as a sub-set of service performance management.

Understand the role of the finance function in relation to budget management and control.

Opportunities to ask questions and gain insight from our expert trainer and other delegates.

## Why Room151 Training?

Room151 is the online resource for local authority finance and treasury teams covering treasury, strategic finance, funding, resources and risk with unique insight into the challenges faced by local authorities. Our training courses are developed in conjunction with leading industry professionals and are designed to provide practical solutions.

**REGISTER HERE** for 2 x 90-minute sessions starting at 10:30 on 17 February 2022 and continuing on 24 February 2022

- The course fee is £195 + VAT.
- Content will be available to participants on demand, post-event.
- CPD certification under application.
- Any questions please contact [peter.braham@room151.co.uk](mailto:peter.braham@room151.co.uk)