

Job Profile

Job Title: Finance and Performance Officer

Job Grade: Zone 1, Level 3

Salary: £33,789 - £38,465

About Camden

In Camden we are committed to working together to make our borough the best place to live, work, study, and visit. Partnership with our communities is central to the way we work, so that everyone can access opportunities, and nobody gets left behind. Here's where you can help decide a better future for us all.

Camden 2025 sets out a vision for the future of the borough, where everyone contributes to achieving a safe, fair, creative and active community. The planning process is key to ensuring the delivery of the objectives for the borough. The role would contribute to the provision of a responsive, high performing and high quality Development Management Service.

About the role

The purpose of this role is to support the Planning Improvement and Support Manager, Head of Service and Chief Planner in efficiently managing the finances of the development management and local land charges service and providing detailed statistical information relating to the performance of the service. In some cases it may be necessary to provide support across the wider planning service. Working with colleagues and customers the post holder will ensure the timely collection of income, payment of VAT and provide financial and performance information, which enables managers to make informed decisions on service development and performance management. The role includes contributing to reports to senior management and councillors. He or she will also be responsible for managing projects which improve the ability of the service to generate and collect income.

Alongside this the post holder will work as part of a team of technical officers who are responsible for carrying technical support tasks to ensure the delivery of a quality service to all Development Management service users. This includes logging applications, enforcement cases and correspondence and mailbox management.

Example outcomes or objectives that this role will deliver:

- Development management income and expenditure is managed effectively and systems and processes are put in place to manage exceptions.
- Service management team have access to high quality financial and service performance data to inform key business decisions and ensure Development Management and Land Charges as a high performing service.
- The delivery of high quality and timely responses in relation to planning enquiries, applications and excellent customer satisfaction through the delivery of an efficient technical support service.
- Outcomes of any income review are fully implemented within the service.

About you:

- You will have experience of using financial systems, managing income collection and budgets.
- You will have excellent analytical and problem solving skills.
- You will be highly organised, with the ability to plan and effectively manage projects of varying scale, to time and to budget.

- You will have the ability to create and maintain spreadsheets and keep up to date records relating to departmental performance and finance.
- You will have a good working knowledge of Excel, Northgate M3 and TRIM.
- You will have working knowledge of planning practice and legislation including an understanding of the distinction between statutory and discretionary services in relation to fees and charges.
- You will have an understanding of the local, regional and national context for the delivery of development management services within a local authority.
- You will have the ability to work independently and with credibility in order to build relationships with officers across the council and externally as appropriate, to support the operation of a successful development management and land charges service.
- You will have good communication skills, both written and verbal, and able to demonstrate the ability to convince officers at all levels of the organisation about the benefits of new initiatives or change projects

Work Environment:

- Home and office based.
- Willingness to work outside normal office hours on occasion is essential.

People Management Responsibilities:

- None

Relationships:

- The post holder reports the Planning Improvement and Support Manager and Head of Development Management.

Significant working relationships include:

- Councillors
- Senior managers across the council
- Other regulatory services within the council e.g. environmental health, transport, and street environment services
- Planning teams in particular Development Management (including Appeals and Enforcement) and Infrastructure & Growth.
- Finance service
- Local land charges
- ICT
- Major landowners, developers, applicants and their agents
- Consultants

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is 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 do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.