

Job title: Director of Financial Services (Deputy S151)
Grade: JNC Chief Officers - Director
Directorate: Resources
Accountable to: Strategic Director of Resources (S151 Officer)

Job Purpose

The purpose of this role is to be responsible for the oversight and delivery of corporate financial services within the Council supporting the Chief Finance Officer in the proper administration of the Council's affairs ensuring the highest standards of integrity, compliance with relevant rules and regulation together with robust financial management.

The postholder will also be responsible for supporting the Chief Finance Officer to ensure that financial resources are used to maximise value-for-money for local businesses, taxpayers and citizens of the borough.

Role Accountability

The post is accountable for making a strategic contribution by taking the lead in the effective management of the financial affairs of the Council by providing high quality financial information and advice to the Council, its elected members, officers and partnerships and is designated as the Deputy 151 Officer for the specific responsibilities of this role.

Specific responsibilities of the Role

- Ensuring the financial affairs of the Council are managed in an efficient, economic and cost-effective manner in accordance with the obligations placed upon the Council under Section 151 of the 1972 Local Government Act.
- Providing strategic leadership and direction to the Council's financial function in support of the delivery of the Council's vision and objectives.
- Ensuring the proper administration of the Council's financial affairs maintaining standards of financial integrity and financial control.

- Lead on the development of the Council's MTFS ensuring best practice in financial management is adopted, coordinating all aspects of work across the Council and with external advisors.
- Championing a focus on high standards of financial management and efficiency in the delivery of all Council services, maximising organisational value-for-money.
- Provide a financial business partnering service to the Council ensuring that Strategic Directors and their departments are properly supported in the financial management of their budgets but providing appropriate, evidence-based challenge and scrutiny to achieve excellence in financial management.
- Leading on the production of the Council's statement of accounts and group accounting requirements, to ensure all statutory deadlines are met and that arrangements are in place to support an unqualified audit opinion.
- To provide effective oversight of the Council's Treasury, Annual Investment and Capital Strategies ensuring that they comply with relevant codes of practice. Ensure the delivery of a robust treasury function.
- To provide effective oversight of the Council's Pension Fund and accompanying arrangements.
- Ensure that appropriate formal committees e.g. Pension Fund Committee are appropriately serviced and provide support to the Section 151 Officer as appropriate in attendance at these meetings.
- Managing external financial relationships with the external auditor, Government Departments and other key stakeholders to bring maximum benefit to the Council's financial position.
- Provide professional and expert advice to elected Members, officers and key stakeholders ensuring advice is supported by robust data and evidence, ensuring that effective systems are in place for the provision of timely, high quality, financial information and advice.
- To be responsible for the Council's Accounts Payable and Revenues & Benefits services ensuring that these financial transactional services are efficient and effective and appropriately meet the needs of our Residents, Businesses and other Customers.
- Contribute to the on call major incident response rota as council Gold/ Silver

General Accountabilities and Responsibilities

- Providing leadership for defined expertise/professional disciplines to ensure that the Council accesses best practice and delivers quality outcomes for customers.

- Providing guidance and support to Elected members to help them translate their political priorities into initiatives that deliver the intended outcomes for residents.
- Leading the development of policies that will support the delivery of corporate strategies and plans.
- Managing significant delegated budgets and resources on behalf of the Council, ensuring they are used in a way that demonstrates value for money, a focus on delivering intended outcomes and compliance with statutory and financial regulations OR have a major influence/impact on how resources in the Council are prioritised and allocated.
- Leading strategic, Council wide programmes and projects ensuring they are managed and controlled effectively and deliver their intended outcomes.

People management

- Ensure that staff assigned (directly and indirectly), understand the priorities, objectives and policies of the Council, Service and Division and are able to successfully implement decisions.
- Responsible for setting clear objectives for these staff, and annually review performance against these objectives.
- Responsible for staff management and supervision including recording absence and carrying out return to work interviews, employee appraisals, and managing performance etc
- Ensure that staff are updated on matters that may affect them, including Council policies etc and that they comply with it's requirements including the completion of mandatory training an in relation to. managing information and data protections.
- Make sure that full confidentiality is respected by all staff.

Customer Care

- Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council.
- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules, Employees Code of Conduct and other requirements of the Council.
- Promote the development of a high quality individual need led service, to comply always with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies.

- Ensure compliance with and actively promote Health and Safety at work legislation, Council and Service H&S policies and procedures.
- Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution (including Contract Rules, Financial Regulations and Rules, Employment Procedure Rules, Employees Code of Conduct), Information Security Policies, Social Media Policy and other requirements of the Council.
- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Take responsibility for continuing self-development and participate in training and development activities.
- Ensure high standards of record management and assume responsibility for all information assigned to the post

This is a politically restricted post in accordance with Section 2(1) (b) of the Local Government and Housing Act 1989.

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

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Attributes	Essential	Method of Assessment
Education Qualifications	CCAB Qualified Accountant. Educated to degree level, or extensive relevant experience. Management qualification or extensive training	AF
Knowledge	Detailed understanding of Local Government Finance, Partnership funding, private finance and other new sources of alternative funding Understanding of how local government works and the major influences and challenges it faces	AF/I
Experience and Skills	Experience of acting as Deputy Section 151 Officer	AF/I
	Experience of working with a large pension fund and investment strategy	AF/I
	Extensive experience of developing and engaging stakeholders in the development and delivery of business strategy	AF/I
	Able to be a credible advocate on behalf of the Council and community	AF/I
	Experience of working with a Board or elected members at both informal and formal levels including policy development	AF/I

Attributes	Essential	Method of Assessment
	Track record of delivering change in a large, complex, multifunctional organisation, with reducing resources	AF/I
	Experience of developing, negotiating, and implementing corporate and business/service planning, and performance management frameworks including performance indicators and target setting.	AF/I
	Confident in utilising data to support strategy development and delivery and establishing methodologies for doing so.	AF/I
	Demonstrable and effective political understanding and awareness and ability to operate effectively in a political environment.	I
	An effective leader: able to energise, engage, motivate, and create a positive team spirit where team members work together to deliver corporate, customer focussed, outcomes-based and individual objectives.	I
	Demonstrable verbal and written communication skills that tailors to the needs of the audience	I/P
Personal Qualities / Behaviours	Passionate about delivering high calibre Finance	AF/R/I/T
	A visionary who is innovative and a lateral thinker, encouraging others to explore and develop ideas to deliver transformational change in service outcomes.	AF/R/I/T

Attributes	Essential	Method of Assessment
	Deliver As a leader and manager, I accept responsibility for service delivery, am clear about the service offer and deliver what I promise. I am willing to make decisions and be accountable for them. I work collaboratively, flexibly, constructively and exhibit this ethos in all my dealings with residents, colleagues, and partners I have a positive can-do attitude where I see problems as challenges which can be overcome.	AF/R/I/T
	Respond I am relentlessly reliable. I set high standards, encourage improvement, and support my team. I take ownership for creating the right conditions for my team to follow my example to achieve high levels of performance. I challenge my team in a professional, courteous manner with the aim of reaching a mutually agreeable resolution.	AF/R/I/T
	Inspire I understand how the council is working to change the borough for the better and work with my team to find solutions so that they can work collaboratively with other departments and partners, freely sharing their knowledge and skills to identify solutions to address customer concerns.	AF/R/I/T
	Value I encourage my team to learn, grow, develop to achieve their potential. I am prepared to actively listen and reflect on customer concerns with a view to understanding the customer's point of view. I take pride in my work, am a role model to others and listen and learn so my team can receive constructive criticism and be prepared to adapt the way they operate and deliver services where appropriate.	AF/R/I/T
	Engage I am visible, open, honest, respectful, and accessible. I listen and recognise a job well done. I empower my team to challenge the way we do things, so we improve services and nurture a new kind of relationships with our residents and customers. I want staff who are comfortable and confident to acknowledge the difficulties and the barriers they face who can constructively challenge the way things are done where there is evidence that it impedes service delivery.	AF/R/I/T

AF = Application Form I=Interview T = Test P = Presentation R = References