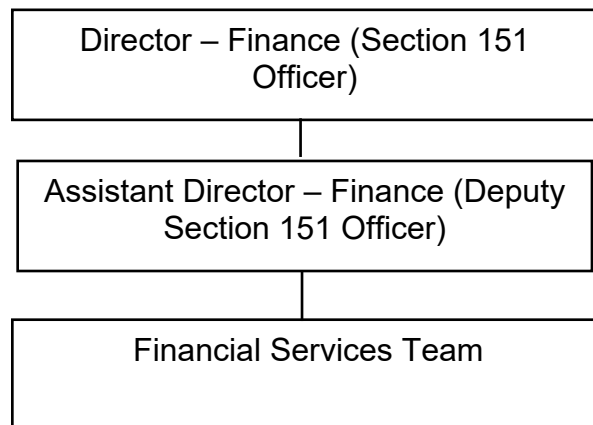




# Job Description & Person Specification

<b>Post Title</b>	Assistant Director – Finance (Deputy Section 151 Officer)				
<b>JE Reference</b>	H0205	<b>Grade</b>	COC	<b>SCP Range</b>	

**Reporting line:**



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**Job Purpose:**

To manage and lead the Financial Services Teams, ensuring that a professional and innovative financial function is provided that effectively meets the needs of the Council and its services in achieving the objectives identified in the Corporate Plan and service plans.

To ensure strong financial governance and that a professional and effective financial governance framework is provided, that meets the needs of the Council and the directorates in achieving the objectives identified in the Corporate Plan and the directorate service plans.

To play a lead role in the strategic management of Finance across the Council, as well as developing, innovating, and delivering the strategic management of the Financial Services function.

To develop and contribute in equal measures to the policies and priorities of the Council by ensuring that the MTFs is produced, managed, and delivered and that the financial governance framework is appropriate, thus underpinning the effective production of the annual Statement of Accounts and the effective delivery of all directorate services.

This post of Assistant Director - Finance will manage and co-ordinate the above activity and its effective deployment and act as the Deputy Section 151 Officer of the Council.

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## **Strategic Leadership:**

To contribute to the corporate leadership across the business as part of the strategic leadership team, delivering the corporate strategic plan; setting the agenda across portfolios through strong leadership, being a change advocate, forward planning, management and delivery against available financial and people resources.

With vision and focus, contribute to the development and delivery of robust strategies and establish business and political priorities, which support the objectives and ambitions of the council ensuring that the post holders service(s) contribute to the corporate ambitions.

To lead a range of service, projects and initiatives that benefit the organisation and as appropriate our communities, focusing resources through the effective redesign of services on preventative measures to reduce demand and promote self help.

Leading by example, the post holder will role model the Council's corporate values and behaviours demonstrating commitment to the Borough of Redcar and Cleveland and drive behavioural change in others, championing new ways of working that includes leading virtual teams and matrix management, adapting to thematic priorities when appropriate.

## **Relationships:**

**Accountable to:** Director - Finance (Section 151 Officer)

**Accountable for:** Financial Service Teams

**General Contacts:** The Council's Executive Management Team, all elected Members of the Council (Including Cabinet Members), Assistant Directors, senior officers and nominated budget managers, Auditors, Inspection body representatives, VCS, Peers across other Public Sector bodies.

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## **Key duties and responsibilities:**

- Contribute to the Strategic Executive Management Team:-
  - Lead in the introduction, monitoring and review of corporate governance codes and frameworks.
  - Preparing strategies and detailed financial forecasts to assist in the developing of the Council's plans and strategies.
  - Help to ensuring that medium- and long-term financial implications are fully considered as policies and strategies are developed.
  - Actively seeking to develop the Authority's resources base and assist the Authority to identify and realise opportunities in a managed way.

Leadership and Management of an effective Financial Service by:

- Establishing good professional working relationships with external auditors, inspectors and other agencies and partners.
- Recruit, manage and develop employees, ensure their wellbeing at work in order to deliver services to the highest standards in an often ambiguous and changing environment

- Ensure there is an effective understanding of financial management through the council.
  - Ensure the financial strategies service policy and service objectives.
  - Develop and implement systems, which help other departments and partners in the development of strategy and plans and work to the benefit of the corporate efficiency of the organisation.
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- Deliver a sustainable long term financial plan and ensure that the Council achieves a balanced budget position across the medium term.
  - To work with the Director - Finance on the development of the strategic direction for finance and financial services across the Council, on a medium and long term basis.
  - To deputise for the Director – Finance (Section 151 Officer) and undertake defined Deputy Section 151 Officer duties and accountabilities as required which includes working strategically and operationally with Directors, Assistant Directors, Trade Union, Council Members and external bodies as required.
  - To take the lead in ensuring the delivery of a professional and effective financial function that is responsive to the needs of all users, that provides innovative solutions for the Council for all its financial requirements.
  - To ensure strong and robust financial governance, and that a professional and effective financial governance framework is provided that meets the needs of the Council.
  - To be the Council's lead contact and Client Manager for the Council's outsourced Internal Audit Service to ensure the appropriate design and delivery of the internal audit work programme for the Council.
  - To be the Council's lead contact for fraud prevention, including co-ordinating the Council's interaction with the National Anti-Fraud Network to ensure the appropriate design and delivery of the counter fraud work programme for the Council.
  - To deliver high quality financial information to influence and inform Directors/Assistant Directors and Members in order that they may take effective and appropriate decisions.
  - Manage the strategic direction and give professional leadership and management in respect of the Finance Team, through the development and implementation of appropriate and effective strategies, actions plans, policies, procedures and performance management processes. To ensure the professional development of the team through embedding ethics and core governance arrangements in their actions and deliberations.
  - To be responsible for fully addressing any concerns raised by our external auditors on the financial position of the Council as per the various planning and outcome based reports (e.g. Audit Strategy Memorandum, Audit Completion Report, etc.).
  - Manage the contribution of Financial Services in improving and sustaining the ethics-based approach to financial governance arrangements.

- Develop, negotiate, influence and lead the implementation of service delivery plans, service level agreements and performance targets for Financial Management.
  - The management of the Council's Final Accounts process, culminating in the production of the annual Statement of Accounts.
  - The management of the Council's Revenue and Capital budget process, culminating in the production of the annual MTFS.
  - To work closely with the Director – Finance ensuring a valid Treasury Management service.
  - To be part of the authority's emergency on call rota.
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### **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post.
  2. To ensure that the Council's corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures.
  3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal.
  4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
  5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
  6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
  7. To ensure the highest standards of customer care are met at all times.
  8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers.
  9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
  10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.
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## PERSON SPECIFICATION

<b>JOB TITLE</b>	<b>GRADE</b>
Assistant Director – Finance (Deputy Section 151 Officer)	COC

### **NOTE TO APPLICANTS**

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Extensive senior financial management experience at both an operational and a strategic level.</li> <li>• Significant experience of 'board' level participation and membership.</li> <li>• Extensive experience of successful delivery of VFM and performance improvements.</li> <li>• Extensive experience of successful delivery of a governance and a control framework in support of performance improvements.</li> <li>• A track record of achievement in the management and leadership of professional employees through effective performance management systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Local Authority exposure and experience.</li> <li>• Political awareness.</li> <li>• Change management experience.</li> <li>•</li> </ul>	A, I
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Proven ability to influence, persuade and negotiate at a high level in order to facilitate critical decisions being reached.</li> <li>• Proven ability to understand and translate complex issues into timely and innovative solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• A creative and innovative approach</li> <li>• Strong motivational abilities</li> </ul>	A, I

	<ul style="list-style-type: none"> <li>• A flexible and highly challenging disposition.</li> <li>• Excellent communication and interpersonal skills.</li> </ul>		
<b>EDUCATION / QUALIFICATIONS / KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• CCAB Qualified</li> <li>• Educated to a degree level.</li> <li>• Key knowledge and intelligence of changing financial legislation and initiatives that impact on the public sector.</li> <li>• Detailed local authority knowledge and intelligence.</li> </ul>	<ul style="list-style-type: none"> <li>• Management qualification</li> <li>• IFRS qualification.</li> </ul>	A, I, C
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours.</li> <li>• Commitment to own continuous personal and professional development.</li> <li>• Strong team player, committed to an ethos of continuous improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving license.</li> <li>• Evidence of own continuous personal and professional development.</li> </ul>	A, I, C
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities and the ability to recognise the needs of different service users.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of having completed training in equality and diversity awareness.</li> </ul>	A,I
<b>COMMITMENT TO SERVICE DELIVERY / CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Commitment to provide a customer-focussed service .</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of surpassing customer expectations or service targets / goals.</li> </ul>	A,I

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE  
R = REFERENCES