

Job Description

Job title:	Assistant Director of Corporate Finance
Spinal Point:	SMG 2
Division:	Financial Planning & Management
Reports to:	Assistant Director of Strategic Finance and Deputy Section 151 Officer
Responsible for:	Up to 80 staff

Main purpose of the post:

To lead a Finance service area to ensure the provision of a high quality finance and accountancy service which fully integrates best practice with all aspects of service delivery and complies with statutory & policy requirements. To lead the team in supporting the council in delivering the changes and improvements needed to meet its challenges in the short, medium and long term.

Generic responsibilities:

1. Support the S151 Officer/and Deputy in the effective planning, monitoring and delivery of the Council's financial strategy.
2. Take a lead for a directorate's finance activity and ensure effective customer focused support for Departmental Management Teams/ Corporate Management Team and budget holders, including access to sound and timely financial advice on policy and strategic issues and development of financial management competencies of budget holders or to act as the lead for the development of financial procedures and embedding of controls and compliance, co-ordinate budget monitoring together with the production of the statement of accounts, submission of government returns and ensuring the overall financial resilience and wellbeing of the Council.
3. Act as a lead officer for the external audit of the Council's annual statement of accounts and the public inspection of accounts period, ensuring a strong audit relationship, robust working papers, responses to resident's queries and timely reporting to Corporate Committee.
4. Hold budget responsibility for your team
5. Co-ordinate expert and technical advice around management and project accountancy for large and complex capital programmes and the accounting treatments that are applied to these programmes. This includes the overseeing the provision of expert VAT advice to capital schemes and the maintenance of a central accounting asset register that supports production of asset information in the annual Statement of Accounts.
6. Advise Directors on the scheduling of and producing reports to formal Council committees and other governance bodies that detail the financial implications of any proposals together with any other financial advice as may be necessary under s151 of the 1972 Local Government Act.
7. Advise Directors in managing their current budget position taking into account changes to funding and grants on the financial horizon and leading the financial support to deliver changes to their operating model, through the provision of detailed and specialist advice.
8. Develop and influence others' thinking and negotiate to achieve optimal outcomes for the council, working extensively with senior management, external partners, regulators and

members, and have significant influence on the authority's financial strategic direction and effective financial stewardship.

9. Deliver reports to formal Council committees and other governance bodies that detail the financial implications of any proposals together with any other financial advice as may be necessary under s151 of the 1972 Local Government Act.
10. Provide personal support and advice to Strategic Directors, Cabinet Members and Committees and support the S151 Officer in the effective planning, monitoring and delivery of the Council's financial strategy.
11. Provide the operational leadership to ensure there is a robust process for monitoring the in-year financial position and reporting on that position to the highest professional standards and to meet statutory requirements and full internal and external scrutiny as appropriate, in a timely way to both senior management and elected members.
12. Lead the continuous improvement of service provision across the council by assessing the effectiveness of existing financial management approaches against both internal and external "best practice" comparators and recommending innovative enhancements.
13. Project manage or support transformational change implementations as required, securing the co-operative support of senior colleagues across the council and partners as necessary to ensure consistency of approach and evidencing of financial impact.
14. Act as an authorised signatory for respective service delivery area under the delegated authority of the strategic implementation lead
15. Lead the Payables and Receivables functions of the Council including ensuring a high level of customer service including professional standards in interactions with suppliers, adherence to policies and procedures when collecting income from debtors and an efficient procure to pay process which complies with the organisation's standing orders.

Management responsibilities

16. Ensure and promote the professional competence of staff by ensuring an enabling, outcomes focussed approach.
17. Develop and agree with the Director an annual work programme for the team, manage and monitor the programme and team performance. To manage and lead the team, setting high performance and service standards, monitoring performance, ensuring that each member of staff is adequately trained and developed to perform their duties.
18. Make sure that all Members and Directors get the necessary advice and information to enable them to fulfil their roles effectively in policy making, performance management and communications.
19. To develop and maintain a risk management strategy and approach.
20. To manage the team's resources effectively and to maximise opportunities to generate income on behalf of the council.
21. To ensure that all actions comply with the Council's policies on diversity and equal opportunities and health and safety.
22. To undertake other duties which might be reasonably requested from time to time.

Person Specification

Job title: Assistant Director Corporate Finance

It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)

You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.

If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.

Criteria	Description	Short list criteria
Qualification (Q1)	There is an expectation that the postholder will be CCAB qualified, or hold an appropriate equivalent qualification. For current employees with significant work experience, there is an expectation that they will hold or be working towards a relevant qualification.	✓A
Knowledge (K1)	Proven knowledge of the following: operating in a complex multidisciplinary organisation; programmes and projects; people management; requirements of the CIPFA Local Authority Accounting Code of Practice.	✓A
Experience (E1)	Experience at a senior level of local government budget preparation both revenue and capital Experience of providing financial advice to senior officers and members including partners and formal committees Experience in the use of integrated financial systems. Experience in leading accounts closedown in a Local Government Setting	✓A

Key Behaviours	
<p>Focuses on People</p> <ul style="list-style-type: none"> • Ensuring anyone who calls me receives the best response that can be given even if it is not my area of work • Being approachable and positive for my area of work and other services • Ensuring I treat people equally and take time to listen to their needs • Being open, flexible and available • Respecting team goals and supporting new members • Providing support, advice and guidance • Thinking about what you would like if you were the customer • Being consistent and focussing on team building to achieve excellence 	✓A

<p>Takes Ownership</p> <ul style="list-style-type: none"> • Taking ownership of my task, breaking it down, engaging with persons involved, and reflecting if there is a more efficient way of achieving it • Going the extra mile, valuing success, being proactive and knowledgeable and taking the initiative • Actively engaging in one-to-ones, appraisal process and team meetings • Take opportunities to learn new skills and develop ourselves • Identify and owning opportunities for service development • Being courageous even when you don't know the answer • Working with teams and service areas to achieve positive outcomes and develop personal capabilities 	<p>✓A</p>
<p>Works Collaboratively</p> <ul style="list-style-type: none"> • Finding out what other colleagues do and working closely with them • Networking with other teams to seek out mutually beneficial ways of working • Being a good team player and stepping in to assist manager or colleagues during absences • Sharing information, best practice and ideas with relevant networks and groups • Being approachable, listening and building constructive honest relationships • Regularly sharing success stories that lead to good outcomes • Ensuring all work with colleagues from across the council to reduce silo working and get things done in the most informed and best way • Developing team morale and cohesiveness to help each member feel valued and productive and to help the team to build good working relationships 	<p>✓A</p>
<p>Communicates Effectively</p> <ul style="list-style-type: none"> • Breaking down our ideas to create a better understanding and communication between divisions and end users – simple is best to communicate well • Targeting the message to the audience, ensuring that everyone can access the information. • Listening for information from my manager and the council that can impact on your work • Sharing and passing vital and new information and reflecting back understanding • Escalating issues and opportunities straight away, ensuring risks are managed • Thinking carefully about avoiding jargon both internally and externally 	<p>✓A</p>

<p>Focuses on Results</p> <ul style="list-style-type: none"> • Getting my work done to the best of my ability with the resources and finances we have • Thinking in relation to the 'Borough Plan', working well with colleagues to get good results • Making sure I understand my objectives and what I need to do • Delivering projects on time and within budget • Thinking about partnerships and the resources needed for them • Being ambitious, knowing the bigger picture of borough improvement • Ensuring teams are clear about the outcomes and objectives of the Council and show a clear link between what they do and how it makes an impact on the customer • Setting clear objectives and targets, ensuring they are SMART and measurable and linked to business plans • Helping staff stay motivated by finding learning opportunities for development and making them feel valued • Looking at any barriers or obstacles to work, review what is slowing down our progress • Exploring ways to improve the way things are currently done ensuring we maximise our resources 	<p>✓A</p>
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