

Corporate Director of Strategic Finance (& S151 Officer)



LEVEL:	Level 2 (Band A Impact Behaviours)
ACCOUNTABLE TO:	Chief Executive
SALARY:	£65,000 - £73,000
LOCATION:	Totnes / Tavistock / Agile

Job Purpose

The Director of Strategic Finance will work closely with all other Directors across the Senior Leadership Team to lead strategic and operational activity across two Councils working together with a shared workforce. A sustainable financial future is a critical objective for both Councils, and the focus of this role is to implement a robust financial strategy including developing and reviewing the Councils' Medium Term Financial Strategy with Councillors together with having an oversight of the budget setting process and implementing other key financial and future funding strategies. This is a cross cutting role, involving both corporate and strategic activities to engage with all areas of the organisation. The Councils require a sound financial strategy to support the corporate objectives and this role is key in providing financial assurances relating to all aspects of existing funding streams, income generation and investment or use of Council assets.

The post holder will be required to be the Section 151 Officer for both Councils in accordance with section 151 of the Local Government Act 1972 which requires every local authority to appoint a suitably qualified officer responsible for the proper administration of its affairs.

Role Profile

- Responsible for financial budgets across the whole organisation, ensuring that financial implications of all policies and proposals are properly considered and tested during the development stages.
- Responsible for ensuring that the Councils' commercial activities are properly assessed and monitored, risks are identified and mitigation in place.
- Responsible for representing the Council on key financial issues and policies at a local, regional and national level.
- Responsible for carrying out the duties of the Section 151 Officer across two Councils in line with current legislation
- Provide dynamic and inspirational leadership across the organisation, driving a high performing, supportive culture that can be embedded at all levels
- Develop and promote cutting edge partnerships with a range of stakeholders at both a local and national level
- Demonstrate a forward-thinking and commercial approach, effectively managing risk to reduce cost, create income generation opportunities and achieve inward investment
- Translate future strategic demands into tangible and measurable policies and projects that add value whilst providing clear direction and credibly communicating the future vision
- Lead a culture of continuous improvement within Strategic Finance and across the Councils, effectively anticipating and responding to change and promoting a collaborative culture, sharing knowledge across the organisation
- Harness innovation and creativity in service delivery models and champion development opportunities, to enrich the workforce and maximise engagement and productivity
- Understand the demographic of our communities and ensure that this is central to service delivery and the style and culture of the organisation as a provider and employer
- Ensure appropriate business continuity plans and emergency response procedures are in place for the areas of specific responsibility.

Key Statutory Responsibilities

The Director of Strategic Finance is also the Councils' S151 officer. The post holder must be appropriately qualified and will need to have an extensive knowledge of Local Government finance.

The Senior Leadership Team

All Director roles, along with the Chief Executive, form the Senior Leadership Team (SLT) across both Councils which is collectively accountable for the following:

- Responsible for working effectively with Councillors, providing advice and support to set the direction and strategy of the Councils and communities.
- Ensuring the strategic priorities in the Councils' Corporate Themes are translated methodically and transformed into high quality, cost effective service delivery.
- Setting the working culture of the organisation; leading by example, role modelling the Councils' IMPACT behaviour framework and upholding the Councils values and ethics.
- Ensuring high performance and successful outcomes through the engagement of staff and effective organisation and deployment of resources to ensure delivery of easy to use services.
- Delivering efficient and effective ways of working with strong governance arrangements in place, whilst creating and promoting a culture of flexibility to respond effectively to shifts in priority.
- Demonstrating and promoting excellent internal and external communication; enhancing existing partnerships and creating pathways to build further positive relations within our communities and beyond to increase growth and development by generating income and reducing reliance on government grant and local taxes.
- Providing outstanding strategic leadership across the organisation; promoting economic growth, effectively managing assets and delivering the priorities in the Councils' Corporate Strategy to make a positive impact on the lives of local people.
- Empowering members of the Extended Leadership Team (ELT) by defining and expanding their areas of responsibility, ensuring a risk management culture to support their independence and flexibility.

Areas of Specific Responsibility

The Director of Strategic Finance and has direct responsibility for the following functions:

S151	Medium Term Financial Strategy (MTFS)
Budget Process	Capital Strategy / Capital Programme
Treasury Management Strategy	Business rates strategy (pooling, pilots, appeals etc).
Assurance and due diligence for commercial strategy (investment and development)	Borrowing strategy and proportionality
Pension strategy	Statement of accounts

In addition to the above, the Director of Strategic Finance will have responsibility for all finance related functions across both Councils, yet the responsibility for the delivery of the service and the management of resources will remain with the Director of Customer Service and Delivery.

Person Specification

Impact Behaviours

The Councils have developed and adopted a behavior framework known as 'Impact'. The framework aims to enhance both individual and organisational performance by outlining measurable behaviours that describe how we need to perform our roles. All members of the Senior Leadership Team are expected to demonstrate Band A Impact Behaviours.

Experience/Skills – Essential

- ◆ A successful track record as a senior manager, including specific experience of financial management and generating growth in a number of ways.
- ◆ Success in terms of their contribution to the advancement and development of organisations through the formulation of key policies, corporate objectives, commissioning and strategy.
- ◆ Excellent track record in delivering successful, productive partnerships between organisations, across geographical, political or commercial boundaries.
- ◆ Appreciation and understanding of the dynamics of working in a complex, political environment and across two Councils
- ◆ Evidence of using personal influence to implement innovation in the delivery of services, service improvement or other areas of organisational performance.
- ◆ A commitment to quality, customer focused services and the benefits that flow from a corporate approach to service delivery.
- ◆ A track record of gaining traction with others, including peers to generate change and development in organisations.
- ◆ Thorough and pragmatic understanding of the dynamics between elected members and officers, decision-making in local authorities and the relationship between other agencies.
- ◆ Excellent written and verbal communication skills
- ◆ The ability to drive and motivate for change through effective leadership

Qualifications – Essential

According to the Section 113 Local Government Finance Act 1988 – the job holder must be a member of one of the following bodies:

- ◆ Institute of Chartered Accountants
- ◆ Chartered Association of Certified Accountants
- ◆ Chartered Institute of Public Finance and Accounting
- ◆ Chartered Institute of Management Accountants

Knowledge – Essential

Gained through a combination of professional qualifications and/or significant experience in related services, particularly financial management including the use of large financial management systems, the core knowledge requirements for the role include:

- ◆ Solid knowledge and understanding of financial management procedures, particularly in local government
- ◆ A good understanding of current policy and strategy impacting local government services, contract and project management
- ◆ A sound understanding of commercial due diligence