

# JOB DESCRIPTION



Post title	Chief Officer – Finance and Assets		
Service area	Finance, Assets, ICT and Commercialisation		
Grade	13	Hours	Full time
Responsible to	Joint Chief Executives		
Responsible for	Finance, Assets, ICT		
Post holder	TBC		
Date issued	TBC		

## VARIATIONS TO STANDARD CONDITIONS OF SERVICE:

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. Essential User Car Allowance.
3. A requirement to attend meetings outside of normal working hours.
4. To participate in the Emergency Planning callout rota of the Council
5. This post is politically restricted.

## JOB PURPOSE:

- To contribute to the strategic leadership of the Council, assist and deputise for the Joint Chief Executives and to ensure effective and efficient management of the organisation to meet Council Objectives.
- To lead and manage the delivery of the Council's services allocated to this post in an efficient and effective manner, within the strategies and policies approved by the Council. Services to include: Finance, Assets and ICT. *[Please note this list is subject to change and is not definitive.]*

- To lead on the development of strategies and policies for areas allocated to this role.
- To champion corporate priorities and initiatives
- To provide the necessary leadership, guidance and direction to all employees and to oversee the management of budgets.
- To play an effective part in the corporate management of the Council through membership of the Corporate Management Team.
- To provide elected members with appropriate advice and guidance in relation to the development and delivery of council services.

#### **PRINCIPAL ACCOUNTABILITIES:**

- Leadership – to play a key role within the Council in role modelling the values of the Council at all times, and providing direction and leadership relating to front line service delivery. Also to provide strong and motivating leadership for the Service Managers reporting to the post, whilst undertaking senior management responsibilities commensurate with this post e.g. coaching and 1:1 meetings, service and financial planning, communications, performance management, health and safety, risk management, and emergency planning.
- Challenge – to positively manage ongoing improvements within services by recognising the achievements of individuals and teams, whilst encouraging creativity and autonomy with responsibility.
- Financial and Corporate Governance – to ensure that effective financial and corporate governance controls are implemented whilst seeking ongoing areas for improvement.
- Support the Joint Chief Executives in the wider corporate management of the Council, contributing to the development and implementation of policies and strategies whilst seeking ongoing areas for improvement.
- Elected Members – to work with Members to assist in their understanding and engagement of services and to provide them with appropriate support and advice regarding their casework and other council activities, including attendance at appropriate council meetings.
- Community stakeholders – to build and develop effective relationships with a variety of stakeholders including Parish Councils, Business and Enterprise organisations, voluntary sector groups, partners.
- Procurement – to ensure that all procurement procedures meet EC and other statutory requirements, resulting in efficient and effective provision of good

services.

- Development/Training – to ensure that all employees receive effective and relevant development/training appropriate to the needs of the Council. To actively promote learning and development opportunities across the Council.
- Develop and embed a performance improvement culture that delivers results through rigorous challenge, disciplined execution, coaching and continual improvement.
- Identify and co-ordinating effective cross-service working to ensure a one team approach
- Demonstrate a commercial focus, which delivers the provision of essential services through a model that reduces cost and creates income generation opportunities.
- To promote equal opportunities in service delivery and employment practices.
- Corporate – to participate in the Emergency Planning callout rota of the Council to ensure compliance with the Council's obligations under the Civil Contingencies Act.
- General – to carry out such other duties required consistent with the general level of responsibility of the post.

### **ADDITIONAL RESPONSIBILITIES**

- To be the principle advisor on financial and resource related matters and undertake the role of Chief Finance Officer:
  - under s.151 of the Local Government Act 1972 and;
  - in accordance with the CIPFA guidance ' Role of Chief Finance Officer in Local Government' and;
  - in accordance with the Council Constitution.
- To lead and be accountable for the financial affairs of the Council in accordance with professional codes of financial practice, Council Constitution and scheme of delegation within the Council.

### **COMPETENCIES – The post holder should demonstrate level 4 (as outlined in the Council's Competency Framework for the following:**

- Strategic Focus
- Communication
- Does the job well
- Leadership



- Customer Responsiveness
- Political Awareness
- Develops Talent
- Enables Organisational Change
- Improve Performance and Teams
- Works with others

### **Other**

As a term of employment the post holder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

### **Safeguarding**

To carry out our legal and moral responsibility to report any safeguarding concerns involving adults and children, ensuring the recording of relevant information and passing it on to a Designated Safeguarding Officer's, (DSO) or in the absence of a DSO personally making the referral in line with the Councils Adult and Children's Safeguarding Policy.

### **Equalities**

To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies.

## PERSON SPECIFICATION – Chief Officer

Criteria	Attributes	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	Degree level qualification or equivalent demonstrable proven relevant experience at a senior level or membership of relevant professional body which enables the post holder to be Section 151 Officer	✓		A, E
	Record of continuous personal and professional development	✓		A,E
	Full valid driving licence and access to a suitable vehicle	✓		E
	Management qualification, e.g. DMS or MBA qualification.		✓	E
	Qualification or knowledge and experience of coaching or mentoring or a willingness to study for the ILM Level 5 in Coaching and Mentoring	✓		A,E
<b>Experience</b>	A track record of consistent and demonstrable achievement at a senior management level	✓		A, I
	A track record of leading, motivating and managing teams to achieve high performing and significant sustainable improvement and outstanding results, through internal and external partnerships	✓		A, I
	Significant experience and a proven track record of the initiation and management of change through innovation and transformation of service delivery	✓		A, I
	Evidence of providing visible and supportive leadership, empowering, enabling, motivating and developing a team and its members	✓		I
	Experience of working in a pressurised environment and managing competing priorities between individuals and organisations, both internally	✓		I, T

	and externally, whilst delivering on a range of projects and adapting to changing circumstances			
	Experience of leading and influencing corporate initiatives	✓		A, I
	Experience of managing strategic relationships with key stakeholders and partners at a senior level	✓		I
	Experience in the preparation and presentation of complex strategy and policy documents to non technical audiences	✓		I, T
	Experience of effective management of human and financial resources including experience of delivering culture change in teams	✓		I
	A good understanding of political processes and experience of managing politically sensitive issues and of working with officers and elected members (or equivalent in an alternative public sector or private sector environment)	✓		I
	Evidence of establishing an effective performance management culture to drive continuous improvement, including service planning, target setting, performance and staff management	✓		I
	Experience of providing corporate financial advice and direction to elected members within a politically sensitive environment, senior management teams, in respect of strategy, policy, legislation, financing options, financial performance, budget setting	✓		I, T
	Experience of developing and delivering a corporate asset strategy	✓		I, T

	Proven experience and knowledge that can be applied to improve the Council's financial standing whilst taking into account complex legislation and controls.	✓		I
	Sound knowledge and understanding of the Council's statutory financial and key legal responsibilities as a local authority	✓		I, T
<b>Knowledge</b>	A clear understanding of the context of political challenges facing the public sector	✓		I, T
	Knowledge of the legislative framework relating to the provision of services in the public sector.	✓		A

<b>Assessment Legend</b>	A= Application	I= Interview	T = Test or Assessment	E = Evidence (e.g. certificate)
--------------------------	----------------	--------------	------------------------	---------------------------------

## **ADDITIONAL INFORMATION**

### **CHIEF FINANCE OFFICER (SECTION 151 OFFICER) PROTOCOL**

#### **A. General Introduction to Statutory Responsibilities**

1. The Chief Finance Officer is a statutory appointment pursuant to Section 151 of the Local Government Act 1972. This Protocol provides some general information on how those statutory requirements will be discharged.
2. The current responsibilities of the Chief Finance Officer role rest with the Head of Finance, who undertakes to discharge these statutory responsibilities in a positive way and in a manner that enhances the overall reputation of the Council. In doing so, the Chief Finance Officer will also safeguard, so far as is possible, Members and Officers, whilst acting in their official capacities, from financial difficulties.
3. A summary list of the statutory responsibilities appears in the table annexed to this document. In general terms, the Chief Finance Officer's ability to discharge these duties and responsibilities will depend, to a large extent, on Members and Officers:-
  - a) complying with the Council's financial procedures;
  - b) making lawful payments; and
  - c) not taking action that would result in unlawful payments or unlawful action.

## **B. Working Arrangements**

4. According to the Chartered Institute of Public Finance and Accountancy (CIPFA), there are five key roles that are critical to the achievement of a Chief Finance Officer's statutory responsibilities:-

- maintaining strong financial management underpinned by effective financial controls;
- contributing to corporate management and leadership;
- supporting and advising democratically elected representatives;
- supporting and advising officers in their operational roles; and
- leading and managing an effective and responsive financial service.

The key activities for each of these roles are set out in Annex 2.

5. Having excellent working relations with Members and Officers will assist in the discharge of the statutory responsibilities of the Chief Finance Officer. Equally, a speedy flow of relevant information and access to debate (particularly at the early stages of any decision-making by the Council) will assist in fulfilling those responsibilities. Members and Officers should, therefore, work with the Chief Finance Officer to discharge the Council's statutory and discretionary responsibilities.

6. The following arrangements and understandings between the Chief Finance Officer, Members and Directors are designed to ensure the effective discharge of the Council's business and functions. The Chief Finance Officer will:-

- a) be alerted by Members and Officers to any issue(s) that may become of concern to the Council, including in particular, issues around financial management, accounts and audit regulations, proposed expenditure or proposed actions which might lead to a loss or deficit;
- b) have advance notice (including receiving Agendas, Minutes, Reports and related papers) of all relevant meetings of the Council at which a decision may be made (including a failure to take a decision where one should have been taken) at or before the Council, Cabinet, Committee meetings and Sub-Committee meetings (or equivalent arrangements);
- c) have the right to attend any meeting of the Council (including the right to be heard and report to the Cabinet) before any decision is taken (including a failure to take a decision where one should have been taken) at or before the Council, Cabinet, Committee meetings and Sub-Committee meetings (or equivalent arrangements);
- d) in carrying out any investigation(s) and exercising any fiduciary duties have unqualified access to any information held by the Council and to any Officer who can assist in the discharge of his functions; e) ensure the other statutory officers (Head of Paid Service and the Monitoring Officer) are kept up-to-date with relevant information regarding any financial management, accounts and audit regulations, proposed expenditure or proposed actions which might lead to a loss or deficit;
- f) meet regularly with the Head of Paid Service and the Monitoring Officer to consider and recommend action in connection with Corporate Governance issues and other matters of concern regarding any financial management, accounts and audit regulations, proposed expenditure or proposed actions which might lead to a loss or deficit;
- g) report to the Council, from time to time, on the Financial Regulations and any necessary or desirable changes following consultation, in particular with the Head of Paid Service and Monitoring Officer;



- h) as per the statutory requirements, make a report to the Council, as necessary, on the staff, accommodation and resources required to discharge his statutory functions;
  - i) develop effective working liaison and relationship with the External Auditor (including having the authority, on behalf of the Council, to complain to the same, refer any breaches to the same or give and receive any relevant information, whether confidential or otherwise, through appropriate protocols, if necessary);
  - j) in consultation, as necessary, with the Chairman of the Council, the Executive and the External Auditor, defer the making of a formal report under Section 114, 115 and 116 of the Local Government and Finance Act 1988 where another investigative body is involved;
  - k) have sufficient resources to address any matters concerning his Chief Finance Officer functions; and
  - l) nominate a suitably qualified deputy and keep the deputy briefed on any relevant issues that the deputy may be required to deal with in the absence of the Chief Finance Officer. Appoint an appropriate external adviser in cases where the Chief Finance Officer is precluded from offering advice and the deputy is unable to advise.
7. To ensure the effective and efficient discharge of the arrangement set out in paragraph 5 above, Members and Officers will report any breaches of statutory duty or Council policies or procedures and other legal or constitutional concerns to the Chief Finance Officer, as soon as practicable.
8. The Chief Finance Officer is also available for Members and Officers to consult on any issues of the Council's financial powers, possible unlawful payments, or general advice on the financial arrangements.
9. To ensure the effective and efficient discharge of this Protocol, the Chief Finance Officer will ensure adequate insurance and indemnity arrangements are in place for the same to protect and safeguard the interests of the Council and the proper discharge of the Chief Finance Officer role.
10. The Chief Finance Officer or deputy will record details of any advice given.

ANNEX 1  
SUMMARY OF CHIEF FINANCE OFFICER FUNCTIONS

Description	Source
1. Report on decisions incurring unlawful expenditure, unlawful loss or deficiency or unlawful item of account.	Section 114, 114a, 115, 116 Local Government and Finance Act 1988.
2. Appointment of Deputy.	Section 114 Local Government and Finance Act 1988.
3. Report on resources.	Section 114 Local Government and Finance Act 1988.
4. Responsibility for the administration of financial affairs.	Section 151 Local Government Act 1972.
5. Borrowing, investment accounts and financial administration.	Local Government Act 2003 Sections 1-92.
6. Responsibility to determine the form of the Council's accounts and records, provide internal audit and statement of accounts.	The Accounts and Audit Regulations 2003. Local Authorities (Capital Finance and Accounting) (England) Regulations 2003.