

Job Description

Job Title:	Chief Finance Officer
Post No:	XXX
Grade:	Grade 3
Section:	Finance and Resources
Location:	Municipal Offices or any such other location within the District as the Council may determine from time to time.
Responsible to:	Head of Paid Service / Cabinet Leads
Responsible for:	Strategic resource management with Section 151 responsibility for ensuring the sound management of the council's finances; resources for and teams engaged in strategic finance, internal audit, counter fraud, revenues and benefits, other support services functions (unless transferred to another service division of partner).

Job purpose

- As a member of the Councils Executive Leadership team provide leadership, vision and strategic direction to the organisation in order to deliver the Councils policies and priorities
- Ensure there is sufficient and relevant corporate capacity to achieve Council priorities and ensure the effective management of resources including employees and partnerships which fosters innovation and secures value for money whilst being underpinned by effective financial controls
- To assume professional responsibility for the authority's financial management in accordance with the statutory Section 151 (s151) requirements.*
- Provide leadership to the teams in the Finance and Resources section (Finance, Internal Audit, Counter Fraud and revenues and benefits, ensuring that the services are in line with the expectations and are responsive to customer needs.
- Represent the Council as a non-executive Director on Council owned companies (e.g. South West Audit Partnership).

* Section 151 of the Local Government Act 1972 requires every local authority to make arrangements for the proper administration of their financial affairs and requires one officer to be nominated to take responsibility for the administration of those affairs. The s151 officer is usually the local authority's Chief Finance Officer and must be a qualified accountant

belonging to one of the recognised chartered accountancy bodies. The s151 officer has a number of statutory duties, including the duty to report any unlawful financial activity involving the authority (past, present or proposed) or failure to set or keep to a balanced budget. The s151 officer also has a number of statutory powers in order to allow this role to be carried out, such as the right to insist that the local authority makes sufficient financial provision for the cost of internal audit.

Accountabilities specific to the role

s151 Officer

- Take overall responsibility for the proper administration of both Councils financial affairs including an effective audit function.
- Lead the development of the authority budget process against a background of needing to make further significant savings.
- Working with cabinet, members, and management board lead the development of the medium term financial strategy ensuring the allocation of resources to deliver the councils priorities, and maintaining adequate levels of reserves and ensuring demonstration of value for money when compared with statistical neighbours.
- Give assurance to both Councils on the deliverability of proposed budgets and that the councils can operate legally within its overall financial resources.
- Working with the Executive Leadership team and Monitoring Officer, support the effective governance of the authority through the development of corporate governance arrangements, risk management and reporting frameworks and decision making arrangements.
- Ensure the delivery of effective audit and assurance arrangements including an effective audit committee.
- Hold directors and senior managers to account for delivery against financial plans.
- Produce recommendations on cost savings and efficiencies through critically analysing the budget, current and historical spend. Undertake benchmarking and modeling demand/cost trajectories to inform the plan which must integrate within the overall corporate planning cycle and evidence base.
- Ensure the provision of high quality financial support to the organisation; giving strategic, professional financial advice.
- Develop, implement and review the Councils capital and property investment strategies; treasury management strategies, policies and procedures; and, financial management policies, procedures and practices.
- Develop, implement and review final accounts procedures so the annual statement of accounts is produced accurately and on time. This will include compliance with the International Financial Reporting Standards.
- Ensure maintenance of key corporate financial databases and systems.

- Lead on the development, implementation and review of financial and performance monitoring arrangements to ensure accurate information is available when needed for the Councils formal performance monitoring reports.
- Aid the decision-making process for the effective use of the Councils property and land portfolio.
- Ensure a dynamic corporate asset management plan, aligned to the objectives of the Councils, and in particular securing increased income generation, supporting the transition of services to local communities, maximising capital receipts, and stimulating growth and investment in the districts.
- Ensure effective programme and project management arrangements are in place to support delivery of the capital programme.

Responsibilities and behaviours

1. As a management board member, lead the creation and implementation of the overall business strategy and operating model to achieve the vision for both Councils.
2. Design and deliver value for money integrated public services and ensure attention to improving efficiency and robust cost management.
3. Ensure services are customer focused through effective community and user engagement in the commissioning of services.
4. Develop relationships with partner organisations to meet the needs of the Councils communities collaborating with all sectors to continuously improve the quality of life in the districts.
5. Assume accountability for directly managing integrated service delivery, managing conflicting priorities and driving the achievement of continuously improved locality-based customer outcomes.
6. Develop services managed with appropriate partners, spotting and taking advantage of external changes so resource utilisation is maximised in the long term.
7. Act as a figurehead for the service areas managed, liaising with Members, non-executive directors and senior individuals in external agencies, regionally and nationally, to influence agendas and increase inward investment.
8. Promote the Councils to all key stakeholders to ensure the Councils are positioned successfully for increased inward investment and policy consideration. Manage the investment in relationships made by the Councils to deliver the best possible return.
9. Support Members by providing the highest quality advice and guidance on areas of policy and strategy, ensuring that Members are appraised about issues to enable informed decision making in line with the Councils vision and priorities.
10. Drive appropriate organisational improvement and transformation; and lead cultural and policy change in line with the Councils vision and values.
11. Provide exemplary leadership ensuring behaviours meet organisational values and creates a working environment where employees are empowered and can deliver their best; holding others accountable for their decisions.
12. Set and manage ambitious performance expectations, recognising success and taking timely remedial action; keeping stakeholders informed of progress against targets.

13. Establish appropriate performance standards and determine priorities for resource allocation to meet clearly defined customer expectations.
14. Ensure the provision of expert technical advice by service areas to senior leaders and partner organisations.
15. Create an environment where learning, innovation and the application of new ideas flourish resulting in significant improvements to service delivery.
16. Take responsibility for managing risks and resolving issues that may have a significant impact on the council.
17. Understand and meet all required legislation and governance to deliver the required service standards.

Scope for Impact

The prime scope for impact of this post is finances, people, (employees), property and asset management portfolio, contributing to a culture of excellence and innovation.

The post holder will

- be the lead officer for strategic resource management with s151 responsibility for ensuring the sound management of the Council's finances.

Key Result Areas

For all at Grade 3 level:

- Service delivery plan
- Financial targets (income, or budget /salary and supplies and services)
- Data quality
- Performance management (recognition, under-performance)
- Appraisal completion 100% annually
- Attendance management (targets set annually)

Key contacts

- Executive Board
- Elected Members including Cabinet
- Colleagues as part of Executive & Senior leadership team
- Senior officers in other councils
- Regional and National bodies
- Customers/ service users
- Other - partners, funders