

Job Description and Person Specification

Job title:	Service Director – Finance, Property & Procurement
Directorate:	Resources
Service:	Finance, Property & Procurement
Team:	Resources management
Post number:	05413
Salary grade:	O
Work location:	Market St. Offices
Reports to:	Executive Director (Resources)
Supervises:	Finance, Property & Procurement functions

Role Summary and Purpose

- Lead the Council's finance and procurement function
- Align the Medium Term Financial Strategy, revenue budget and key financial and procurement strategies to the Council Strategy.
- Provide strategic advice to Members and Senior Management on all areas of responsibility.
- Drive organisational efficiency and effectiveness
- Support the delivery of equality, well-being and diversity in the workforce.
- To be the Council's deputy s151 Officer
- Deputise for the Executive Director (Resources) as necessary.

Statutory Responsibilities

- To act as the Council's deputy s151 Officer; to fulfil the functions where appropriate of the Local Government Finance Act 1972

Role Specific Accountabilities and Impact

Strategic Leadership

- Identify and implement savings/efficiency proposals, alternate models of delivery and maximise income to reduce the Council's overall net expenditure to the Council in the delivery of all services the post is responsible for.
- Lead the delivery of the development of the capital strategy and act programme/project sponsor for relevant schemes.
- Work inclusively and provide leadership on equality issues to promote equality of opportunity and tackle discrimination within and outside the Council.
- Ensure maintenance of high standards of health, safety and welfare at work in accordance with legal, regulatory and policy frameworks, taking reasonable care of self and others.
- Maintain awareness of new legislation and/or best practice relevant to the services provided and, in conjunction with Service Directors, interpret implications and develop appropriate policies and procedures to ensure compliance. Advise and support colleagues where required.
- Participate actively in the management of the Council's Emergency Planning arrangements.

Directorate Management

Role Specific Accountabilities and Impact

Financial Reporting & Property

- Lead the production of the Council's Capital Strategy & Investment and Borrowing Strategy for annual approval by members
- To ensure successful and efficient closure of the Council's Financial Statements
- Deliver property and Health & Safety advice and support for the Council and traded services
- To produce and ensure compliance with the Council's Asset Management Strategy and Property Investment Strategy
- To ensure the Council has sufficient and appropriate insurance arrangements
- To ensure that Council's General Ledger is fit for purpose and takes advantage of opportunities for self service and integration with other systems

Financial Management, Revenue & Benefits

- Lead the production of the Council's Medium Term Financial Strategy and Revenue Budget for annual approval by members
- Ensure proactive and customer focussed Revenues and Benefits service
- To provide high quality, integrated and timely financial reporting to senior management and elected members
- To communicate and consult with senior management on the financial budget framework and proposals for delivering the Medium Term Financial Strategy
- To oversee the production of annual billing arrangements

Procurement and Commissioning

- To deliver a procurement support function ensuring compliance with the Council's constitution and procurement legislation
- Work with the Corporate Management Team and Corporate Board in assisting where appropriate, in the implementation of new provision and improvements to existing services.
- Establish partnerships and joint working arrangements as required to fulfil the duties associated with the post.
- To deliver a commissioning function to support Adult Social Care
- Produce relevant procurement and contract reporting requirements to Senior Management, elected members and Government agencies as appropriate

Specific Job Responsibilities

- Undertake performance management for Service Leads
- Advise Elected Members on strategic and urgent operational issues within the remit of the post.
- Ensure that budget managers are trained and supervised to deliver effective budget management across the Council.
- In conjunction with service leads look for opportunities to generate income for services the post is responsible for.

General Duties and Accountabilities

- Coach, encourage and support staff to promote a learning culture that supports excellent standards of service, innovation, partnership and continuous improvement, mainstreaming equality and ensuring all services are accessible.
- Adhere to the standards set out in the Council's competency framework.
- Work with ICT to ensure IT systems and practices are developed to maximise the efficient and effective management of the service area, ensuring staff within the service receive appropriate training and support.
- Comply with the Council's health and safety policies, procedures and rules, taking reasonable care of self and others.

Scope (impact on/control of resources, people, money etc)

Budget	Revenue	£48.4m Gross £2.4m net
	Capital	£2.4m
Staffing	Headcount	155
	Full time equivalent	tbc

Person Specification	
Qualifications	Essential/Desirable
Educated to degree level or equivalent	D
Professional finance qualification (CCAB)	E
Membership of relevant professional body	E
Management qualification (e.g. ILM7/MBA)	D
Experience	
Demonstrable successful senior management experience in a large, complex, multi-service organisation	E
Proven track record of successful leadership in a directly related service environment	E
Experience of managing significant organisational change to a successful conclusion, including implementing new organisational structures, systems and new ways of working.	E
Experience of delivering significant financial change projects that deliver ongoing savings and efficiencies	E
Experience of financial and budgetary management with the ability to formulate financial strategies that provide value for money and puts stakeholders at the centre of financial decisions.	E
Knowledge and understanding	
Understanding of the workings of local government including in-depth knowledge of major legislative and other matters facing local government in Directorate service areas, both at present and in the future	E
Understanding of, and commitment to, equality of opportunity in its widest sense.	E
Understanding of and commitment to the development of policies to promote sustainable development and community resilience.	E
Skills and abilities	
Ability to use Outlook, and a web browser to access information Microsoft Office (Word, Excel, PowerPoint etc)	E
Ability to interpret and analyse complex performance and finance information	E
Ability to lead and manage people effectively and motivate others	E
Ability to facilitate change and oversee continuous improvement	E
Ability to develop productive working relationships with colleagues and stakeholders	E
Ability to manage projects and performance to achieve results	E
Excellent communication, negotiating and influencing skills	E
Strong networking, advocacy, written, oral and presentation skills to relate effectively to employees, managers, Council Members, the public and stakeholders and command their respect, trust and confidence	E
Work-related personal qualities	
Ability to apply creativity and innovation to thinking and initiatives to support change and meet desired outcomes.	E
Personal resilience and resources to deal with pressure in a rapidly changing environment	E
Personal integrity and commitment to public service and the values of the Council, and to continuous improvement at all levels	E
Strong sense of accountability and taking ownership of tasks and mistakes and ensuring lessons are learnt	E

Able to work irregular hours to meet the demands of the role	E
An enthusiastic and effective ambassador	E
Other work-related requirements	
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with Members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	E
Enhanced DBS check with relevant barred list/s	No
Is this post politically restricted?	Yes