

JOB DESCRIPTION

POST TITLE: Strategic Director, Finance

GRADE: G19

DEPARTMENT: Finance

REPORTS TO: Chief Executive

PURPOSE OF THE JOB

- As a member of the Corporate Management Team, to work collaboratively with elected members, the Chief Executive and senior officers to achieve the priorities and commitments in the Council Delivery Plan
- To provide high quality professional advice on all matters related to the financial functions of the council
- To provide strategic leadership and direction to a portfolio of corporate services including finance, procurement, exchequer and customer services
- To undertake the statutory duties of the Section 151 Officer as defined in the Local Government Act 1972

PRINCIPAL ACCOUNTABILITIES

1. As the council's Strategic Director, Finance and Section 151 Officer, to ensure that all relevant statutory and professional requirements are met
2. To ensure the effective control of the council's revenue and capital budgets
3. To act as the principal advisor to elected members, the Chief Executive and senior officers on all matters related to finance and the responsibilities of the finance directorate
4. To work closely with elected members, senior officers and partners to optimise the use of public and private resources
5. To provide strategic leadership, direction and guidance to employees within the finance directorate, ensuring continuous improvement and full adherence to all relevant professional standards and best practice

6. To ensure the effectiveness, availability and customer focus of all services within the finance directorate
7. To lead the strategic development of the council's finances in line with corporate aims and objectives, legislative requirements and all relevant statutory obligations and guidance
8. To provide a clear leadership focus on obtaining value for money, including through effective procurement of goods and services
9. To drive transformation and continuous improvement across the council to ensure value for money and high quality service provision
10. To actively monitor and challenge the financial implications of programmes, projects and policies
11. To ensure the council operates effective frameworks for financial control, financial reporting, internal audit and risk management
12. To advise on the council's capital investment strategy and ensure a fully costed capital programme is in place and subject to regular review
13. To ensure the council's treasury management strategy and operations are in accordance with approved policy and control procedures, and compliant with all relevant codes of practice and statutory or best practice guidance
14. To provide expert advice to the Pensions Advisory Panel and ensure the delivery of an effective fund management service to the Pensions Authority
15. To promote a culture of fraud awareness and ensure that specialist fraud advice and investigation skills are available to address any concerns that are raised
16. To participate in the council's Gold rota and ensure emergency response functions are discharged effectively and efficiently
17. To observe and fulfil the seven principles of public life (also known as the Nolan Principles)
18. To model the behaviours required of all staff and demonstrate commitment to the council's values

JOB CONTEXT

Organisational context

As a member of the Corporate Management Team, the postholder will share collective responsibility for the council's overall programme of service delivery, including the achievement of priorities and commitments in the Council Delivery Plan.

The postholder will lead the design and delivery of programmes, projects and services that have a significant long term impact on existing and future residents of the borough. This work will involve the development of innovative strategies, solutions and partnerships that enable the postholder to secure high quality outcomes and best use of resources.

The postholder will work across the council in a collaborative and collegiate way to join up portfolios, departments and services and ensure the council is more than the sum of its parts.

The postholder will demonstrate highly visible leadership to a diverse workforce in the region of 5,000 employees.

Structural arrangements

The postholder will report to the council's Chief Executive and be a member of the Corporate Management Team.

The postholder will be accountable to the Chief Executive, the Leader and Cabinet, and relevant council committees.

The postholder will have line management responsibility for a directorate management team and overall responsibility for all employees within the finance directorate. The number and type of staff groups within the directorate may vary, but will generally comprise professional, technical and operational support staff. The postholder will lead and shape this workforce to achieve organisational objectives.

Financial responsibilities

The postholder will manage, control and influence complex revenue and capital budgets of highly significant value (many hundreds of millions of pounds), including:

- total council revenue budget (gross spend): £1bn
- 10 year capital programme budget: £2.5bn
- collection of income: £320m
- cash investments: £140m
- pension funded valued at: £2bn
- Housing Revenue Account income: £265m

The postholder will have responsibility for large scale expenditure and investment considerations with long-term strategic impact.

Contacts

The postholder will have regular contact with elected members, the Chief Executive and other senior officers. The postholder will use expert knowledge and skills to provide advice and negotiate independently while guiding others in how to achieve service and organisational outcomes. The postholder will seek to build consensus between internal and external parties who may have differing interests.

The postholder will be responsible for representing the council to partners, contractors and stakeholders, including government departments and agencies. In doing so, the postholder

will exercise significant influence over the use of public and private resources in order to achieve positive outcomes for the council and the residents of Southwark.

Grade/Conditions of Service

This post has been assigned an indicative grade of G19.

Conditions of service are governed by the Joint Negotiating Committee (JNC) for Chief Officers as amended by Southwark Council.

Working hours are a minimum of 36 hours per week. The postholder is expected to work the hours necessary to get the job done. Hours are in accordance with the requirements of the service and the postholder may be expected, on a regular basis, to work outside of normal office hours, including attendance at evening meetings.

This post is considered politically restricted under the terms of the Local Government and Housing Act 1989 (as amended) as a 'specified role'.

Employment is subject to a probationary period of twenty six weeks from the postholder's start date with Southwark Council, during which time the postholder will be required to demonstrate to the council's satisfaction their suitability for this position.

PERSON SPECIFICATION

The person specification describes the knowledge, experience and skills required to carry out this role.

Key: **S** Shortlisting criteria
I Evaluated at interview
T Subject to testing

Knowledge, including qualifications	How assessed
Degree or equivalent professional qualification or experience	S
Accountancy qualification from the Chartered Institute of Public Finance and Accountancy	S
Evidence of continued professional, managerial and personal development	S I
In depth knowledge of key issues facing local government, including the legal, financial and political context of public sector management and the statutory responsibilities assigned to this post	S I

Experience	How assessed
A track record of achievement at a senior management level in a local authority or similarly large, complex public sector organisation	S I
Experience of providing strategic financial advice to leaders of a large, complex public sector organisation	S I
Experience of working with politicians at a local and national level to secure agreement to policy solutions aligned to strategic organisational goals	S I
Experience of establishing and developing partnerships and joint working opportunities within a complex policy and service delivery environment	S I
Experience of leading, motivating and inspiring diverse groups of professional employees	S I
Experiencing of developing and maintaining a strong performance culture that supports continuous improvement and a relentless focus on meeting the expectations and/or needs of residents and service users	S I

Aptitude, skills and competencies	How assessed
Passion for and commitment to public service delivery and local democracy	S I

Aptitude, skills and competencies	How assessed
Ability to work collaboratively as a member of the Corporate Management Team and take responsibility for the work of the whole council	S I
Ability to think and act strategically, identify and understand linkages within and beyond organisational boundaries, and set clear direction and priorities	S I
Ability to establish strong, positive relationships across and beyond the organisation, including building and maintaining personal and professional credibility with elected members, partners and stakeholders, and peers	S I
Ability to communicate with authority and influence to a diverse range of audiences, presenting information, advice and recommendations in a clear and convincing way	S I
Ability to command respect and exert influence, including through local, regional and national networks	S I
Ability to provide motivational leadership to employees at every level of the organisation	S I
Ability to think laterally and develop innovative, creative solutions to complex and challenging problems	S I
Commitment to Southwark Council's values and our ambition to become an ever more inclusive, anti-racist organisation	S I