

**Job title: Chief Finance Officer**

**Grade: Spot**

**Directorate: Finance, Governance & Performance**

**Job Purpose**

Executive Directors are an integral part of the GLA's leadership team, responsible for setting the strategic direction for the directorate and ensuring delivery and performance in line with the Mayor's priorities. They lead a significant and complex group of services and create an empowering and engaging environment in which the workforce can thrive.

The CFO, an Executive Director, is responsible to the Chief Executive for the leadership and performance of the functions allocated to the Finance Directorate and for contributing proactively and collaboratively to the Corporate Management Team (CMT).

The CFO is responsible to the Mayor and the Assembly under Section 151 of the GLA Act 1999 concerning the Authority's accounting practices, audit arrangements and financial affairs and arrangements.

GLA directly employs a workforce of circa 1,400 employees. This role manages a team of three direct reports.

**Principal accountabilities**

Financial management and governance – maintaining effective governance and financial management to ensure that the GLA and other organisations in the GLA Group GLA organisations, operate sustainably in the long-term;

Treasury management – providing treasury management services to the GLA and those bodies participating in the GLA's shared treasury service (currently encompassing investments of £4 billion of investment and debt)

Budget development – leading on the strategic development of the GLA: Mayor's component (revenue and capital) and of consolidated budgets for the GLA Group (currently in excess of £ 20 billion a year) and ensuring the Group budget is set in line with legal requirements;

Performance management -- supporting a highly integrated financial and performance monitoring regime for the GLA;

Corporate priorities – ensure delivery of corporate priorities across the directorate, working to achieve continuous improvement across a broad agenda

**As a member of the Corporate Management Team you will have collective responsibility, under the overall direction of the Chief Executive for:**

Realising the benefits of London's diversity by ensuring equality, diversity and inclusion across the directorate;

Providing effective leadership to directorate teams, acting as a role model for our people, and ensuring the development of a culture and core values which enable the GLA to deliver as required for the Mayor and the London Assembly, while continuously improving;

Operating in a political environment, while ensuring the appropriate objectivity in the development and maintenance of effective policy development;

Designing and implementing corporate and strategic approaches to ensure an effective framework for the achievement of the GLA's objectives;

Ensuring effective management of resources (people, organisation, structures and systems), regularly reviewing and re-prioritising to ensure effective utilisation;

Representing the GLA, supporting and promoting its activities and acting as a champion for corporate initiatives, often taking a lead role on these;

Establishing and maintaining good relations with internal and external stakeholders, including the Mayor and their team, Assembly Members and their teams, Unison, other GLA Group organisations, London Councils, London boroughs, central government, key partners in the public, private and third sectors.

### **Person specification**

#### **Technical requirements/experience/qualifications**

- A CCAB or CIMA qualified accountant (which includes ACCA and CIPFA)
- An in-depth understanding of financial management, treasury management and budget formulation across
- Extensive experience at senior manager level within a local authority, government department or government agency with comparable scope, responsibilities, budget and resources.
- Experience of providing professional advice in the areas covered by the post's responsibilities and experience of building trust and confidence with elected members (or similar office holders) within a political environment.

#### **Behavioural Competencies**

**BUILDING AND MANAGING RELATIONSHIPS ... is developing rapport and working effectively with a diverse range of people; and sharing knowledge and skills to deliver shared goals. Why is it important? Having good working relationships with colleagues, and effective alliances with external partners, will help create an organisation people want to work with, enabling more effective delivery of the organisation's strategic priorities.**

- √ Identifies and engages a diverse range of influential contacts within stakeholder and community groups, and partner organisations
- √ Builds alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights
- √ Actively challenges and addresses 'silo attitudes' to encourage effective relationship-building inside and outside the GLA
- √ Understands the complexities of political dynamics and uses this to manage relationships and resolve conflict effectively
- √ Identifies clear win-win situations with external partner

**STAKEHOLDER FOCUS ... is consulting with, listening to and understanding the needs of those upon whom our work has an impact; and is using this knowledge to shape what we do and manage others' expectations. Why is it important? Stakeholders are anyone (internal or external) on whom our work has an impact. We need to manage their expectations; respond to their aspirations; and use diverse views to shape our work and deliver our vision for London.**

- √ Adapts objectives and the GLA's public-facing position based on the context behind stakeholder needs and requests
- √ Builds the GLA's reputation as an organisation committed to meeting the needs of Londoners
- √ Manages partner organisations' and Londoners' expectations of the GLA by anticipating and influencing changing priorities
- √ Instils a culture that encourages GLA staff to think about meeting Londoners' needs first
- √ Builds the confidence of staff, partner organisations and Londoners by ensuring the GLA delivers quality work

**RESPONSIBLE USE OF RESOURCES ... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably. Why is it important? We want to provide maximum value for Londoners now and in the future. That means acting with integrity, looking for new ways to drive efficiencies and maintaining our reputation for costing no more than we should – either to the taxpayer or to the environment.**

- √ Explores different options for funding and income generation
- √ Sets budgets, understanding current costs and challenging teams to deliver greater efficiency
- √ Monitors resource allocation across the organisation, ensuring the GLA works within budget and resources
- √ Ensures the GLA procures and uses resources fairly and responsibly and with regard for environmental efficiencies
- √ Leads initiatives to identify and deliver efficiencies across the GLA Group and through partnership working

**DECISION-MAKING ... is forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability for results. Why is it important? The decisions we take have wide- and far-reaching implications; and we need to be sure they are well founded and fair, and will stand up to scrutiny.**

- √ Makes difficult decisions for the long-term benefit of the organisation
- √ Presents and instils confidence in strategic decision-making
- √ Consults a diverse range of stakeholders early in critical organisation-wide decisions
- √ Stands by the decisions and actions of the GLA

- √ Accepts and promotes accountability for the GLA's decision-making
- √ Ensures the organisation balances effective risk management with the need for timely actions

**This job is 'politically restricted' under the Local Government and Housing Act 1989.**