

Director of Finance



City of Westminster

What we value at Westminster

Westminster City Council believes in creating a fairer Westminster, putting residents first. We will put residents at the heart of our decisions, and campaign for a government that is on their side.

We work together to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.

Our culture

At Westminster we have a culture of openness, transparency, and integrity – where everyone has the opportunity to thrive and develop to be the very best.

The Westminster Way is the council's commitment to our staff and is underpinned by three pillars:

Personal development: Everyone has talent.

We want everyone to thrive at Westminster and so we take the time to nurture talent – coaching and mentoring our people to be the very best.

Value our people and diversity: Everyone is valued.

We embrace our differences, to bring new perspectives to the future challenges of our city.

The Westminster Way of working: Everyone is a leader.

At Westminster we encourage everyone to develop themselves to have a growth mindset and an outward looking approach to provide the best service to our residents, businesses, and visitors. We champion modern and agile working and an open and transparent outlook to the way we work.

In order to do the very best for our communities, we believe that our workforce should be representative of the people we work on behalf of, our residents. That's why at Westminster we celebrate and embrace our differences.

We are passionate about creating a workplace where all can thrive, and where every single person has the opportunity to develop, grow and to be valued for their contribution.

Portfolio/responsibilities of this role

As a member of the Finance and Resources Leadership Team, to support the Executive Director of Finance and Resources in working with Members and officers to develop the vision and values for Westminster City Council and to be responsible for the delivery of that vision through sound financial management in the Council. The role will ensure that on a day-to-day basis the finance directorate operates effectively and to the highest possible professional standards.

	<p>The post holder is responsible for all financial and other governance systems. The post holder must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered, and alignment with the organisation’s financial strategy.</p> <p>The role must lead the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.</p> <p>The role is responsible for the strategic and general management of the finance directorate in line with priorities laid out in the Medium-Term Financial Strategy, Corporate Plan and departmental service plans.</p> <p>The post is responsible for leading and managing the following teams:</p> <ul style="list-style-type: none"> • Strategic Financial Planning • Financial Advice and Support to Directorates • Commercial and Project Advice and Support • Financial Accounting • Internal Audit and External Audit • Insurance <p>Budget Responsibilities:</p> <p>Provides guidance to other Directors on the control of their capital and revenue budgets:</p> <ul style="list-style-type: none"> • A total gross revenue budget for the Council of £1bn in 2022/23 • A total gross capital budget for the Council of £2.5bn over 15 year programme • Directly responsible for the control of the directorate revenue budget of £7m, in 2022/23
<p>What do we expect this role to achieve?</p>	<p>Key outcomes for this role include:</p> <p>Lead and direct the effective development and implementation of the following key strategies on behalf of the Council:</p> <ul style="list-style-type: none"> • Medium Term Financial Strategy • Capital Strategy <p>Generic Accountabilities</p> <ul style="list-style-type: none"> ➤ Direct and lead a portfolio of services, ensuring the development of strategies, policies, targets and objectives that deliver Westminster’s strategic, operational and financial requirements and meet all necessary regulatory and legislative requirements.

- Actively contribute to the formulation and implementation of the Council's strategies and objectives as a Member of Westminster's Extended Leadership Team.
- Work with Council Members, strategic directors, partner organisation and stakeholders to identify and address issues impacting on Council Services, residents, and service users.
- Ensure the capability to change is enhanced and innovation is encouraged including in the design of service delivery through partnership and other relationships internally and externally

Role Specific Accountabilities

To lead the service area and take full account of responsibilities

- Act as advisor to Elected Members in respect of Medium-Term Financial Planning / Strategy, Revenue Budgeting, Capital Strategy and Major Projects.
- Co-ordinate service and corporate finance functions
- Relevant financial systems are in place with effective internal controls
- Deputises for the Executive Director in respect to section 151 duties as and when necessary. Contribute to management of all aspects of the Directorate

Manage key areas/projects and ensure value for money

- Responsible for co-ordinating the monitoring of the Council's Revenue and Capital Budget, including challenge of reporting in respect of the various services of the Council.
- Responsible for the preparation of the Medium-Term Financial Strategy, Annual Revenue Budget, and statutory financial returns to government, funding bodies, and the Audit Commission.
- Identify and evaluate opportunities for service projects secure better outcomes for the communities of Westminster whilst ensuring Value for Money.
- Lead the Council's work to ensure financial systems and processes support the achievement of excellent outcomes for governance and managing resources.
- Effectively manage all budgets within area of responsibility

Manage external relationships, formally represent the Council, negotiation, partnership working

- Develop and maintain an effective relationship with key partners, service providers, stakeholders and the wider community in order to facilitate the delivery of high quality services that meet user needs.
- Provide advice to Members on grant settlements as well as being the Lead challenge of those awards for the authority.
- Ensure that any changes in Government policy are quantified in terms of the financial impact on the Council.
- Provide advice on major initiatives, partnership working, and land/development transactions, Private Finance Initiatives (PFI) and Public Private Partnerships (PPP) funding arrangements to ensure the appropriate mechanisms are in place and that the technical issues raised by the Local Government and Housing Act 1989 (as amended) are dealt with in a timely and appropriate way to safeguard the council's assets.
- Responsible for the preparation and subsequent monitoring of the Council's Capital Strategy and to represent the Finance Directorate on the Capital Strategy Group.

Specific Duties

- Lead the development of the Council's financial vision and strategy with long term oversight of the Council's financial position working alongside the Council's business transformation programme.
- Build and promote a culture of excellent financial management and value for money across the Council.
- Provide useful, accurate and understandable financial advice to senior officers, elected Members, external agencies and government departments.
- Lead the annual budget setting and Medium Term Financial Strategy process, and ensure it is appropriately integrated with the wider integrated planning process.
- Provide a strategic overview of financial performance of the Council through benchmark comparison and information to provide a sound basis for policy development across service areas.
- Take responsibility for the production of the Council's balanced medium term budgets working alongside all directorates.
- Maintain effective in year financial and management accounting and reporting using effective financial management information and ensuring actions are taken to balance the budget including the production of monthly management accounts.

	<ul style="list-style-type: none"> ➤ Ensure there is integrity to the information contained in the Council's general ledger. ➤ Oversee the investment of the Council's cash balances to ensure the best return consistent with the agreed risk profile. ➤ Ensure detailed and frequent attention is focused on the cash flow of the Council with oversight of income management. ➤ Lead the annual closure of the accounts to ensure that statutory deadlines are met and that accounts are accurate and of the highest possible standard. ➤ Ensure there are adequate arrangements in place for managing the Council's capital programme and ensure there is an attractive return on capital investment. Conduct capital investment appraisal as required. ➤ Take responsibility for the timely and accurate monitoring and submission of all grant, funding and statutory financial returns. ➤ Ensure that there is an adequately resourced and skilled finance function in place for the Council. ➤ Developing and implementing a pension fund strategy and full responsibility for the financial administration of the Council's pension fund in compliance with LGPS regulations. ➤ Ensure that adequate insurance cover is in place to protect the Council's assets and to ensure there is no unnecessary exposure. ➤ Ensure that there is an adequately resourced Internal Audit and Corporate Anti-Fraud function
Band/Salary range	Band 6
Work style	Agile
Your manager & team	Manager : Executive Director of Finance & Resources Team: Finance
	Up to 11 Direct reports; over 75 staff
Experience & Skills	<ul style="list-style-type: none"> ➤ Significant senior strategic management experience, including translating organisational drivers into strategic objectives, longer term plans, new ways of working and specific outcomes, for a portfolio of services in a large public sector organisation (preferably local government).

	<ul style="list-style-type: none"> ➤ Proven ability to manage a wide variety of activities across a range of professional areas of expertise and oversee their achievement of the organisations strategic goals. ➤ Extensive knowledge of the major issues facing local government. ➤ Extensive and comprehensive knowledge and understanding of the national policy context, requirements and future direction for relevant service areas. ➤ Proven track record of accountability for significant budgets and ensuring the delivery of services within agreed resources. ➤ Proven ability to drive through and deliver effective performance management within own organisation and understanding of the performance management process in partnership arrangements. ➤ Significant experience of creating, leading and sustaining partnerships both internally and externally to achieve shared objectives and synergies. ➤ Experience in persuading a wide range of stakeholders to work together, encouraging an organisational focus on the needs of the community. ➤ Authority and credibility to work effectively in a political environment and establish positive relationships with Members. ➤ Excellent interpersonal and communication and presentation skills, with proven ability to communicate effectively to a wide range of audiences both horizontally and vertically throughout the organisation. ➤ Proven track record of operating strategically to identify, initiate and oversee corporate projects and policy development.
	<p>Qualifications</p> <p>Professional accountant, preferably CIPFA</p>
<p>Corporate standards</p>	<p>Resources / Financial Management</p> <p>We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way</p> <p>Values and Behaviours</p> <p>Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision.</p> <p>Compliance</p> <p>We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate.</p>

	<p>Inclusion and Diversity</p> <p>We value diversity as a city council, and we want you to support and promote this in your day-to-day work.</p>
<p>Additional leadership values and behaviours for managers</p>	<p>People and Service Management</p> <ul style="list-style-type: none"> • Role model the Westminster Way: <ul style="list-style-type: none"> ➤ Demonstrate inclusive leadership ➤ Take the lead in driving initiatives ➤ Be proactive in being forward and outward looking, by regularly investing in own development. • Driving forward performance by empowering staff to take the lead. Setting high standards, encouraging improvement and innovation. Supporting the team to achieve by adopting a coaching style of management. • Having regular employee led conversations to develop our people – creating a safe environment for learning, taking time to understand their strengths and motivations, stretching them, and coaching them to achieve. • Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities. • Delivering the Short/Medium/Long Term Plan • Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs, and responding to their feedback <p>Leadership and Engagement</p> <ul style="list-style-type: none"> • Inspiring the team to deliver the corporate vision, embrace change and develop opportunities. . • Delivering the corporate vision – developing and communicating a direction for my service which keeps us focused on delivering the priorities of the corporate vision and makes it central to everything we do. . • Leading change - being realistic, transparent, and clear on the challenges. Communicating the reasons for change and ensuring understanding. Inspiring people to get involved, to question, and to take change forward. • Making difficult decisions – tackling issues proactively and finding solutions, being accountable for the decisions that have been made. .

	<ul style="list-style-type: none">• Engaging staff, communities, and customers - winning strong support through effective and regular communication, collaboration, and feedback.• Being commercial – creating opportunities to generate growth, income and maximise commercial potential.
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