Corporate Director of Finance

**London Borough of Lambeth**

**JOB DESCRIPTION**

**Job Title:**Corporate Director of Finance

**Department:** Finance

**Grade:** Corporate Director

**Responsible to:** Chief Executive

**Responsible for:** Directors,Heads of Service, and other post holders within the Directorate

**Context**

Senior Leaders hold individual and collective accountability with the Chief Executive for the delivery of the Lambeth Borough Plan strategic outcomes. The Corporate Director for Finance has lead accountability for setting the strategic direction for their service portfolios, the development and delivery of integrated service plans and the associated strategic objectives. Taking a one council approach, working with and across organisational boundaries and with strategic partners, translating strategy into key deliverables, driving continuous improvement through leading and managing high performing services and teams.

As a member of the Management Board, lead accountabilities include:

* Collectively contributing to setting the strategic direction of and delivering Lambeth’s objectives and agreed outcomes in an integrated way, personally taking accountability for the achievement of these at a Corporate and Directorate-level.
* Collectively and personally responsible for delivering performance across the council and with other strategic partners across wider the community with those partner agencies.
* Working with Corporate Directors, strategic partners, and in their own Directorate to create an organisational culture that is inclusive and high performing encouraging and empowering innovation amongst staff, ensuring that their workforce has the right skills, capabilities, and capacity to deliver improvement outcomes.
* Being continually focussed on the customer and resident, actively building strong relationships both internally and externally to enable this.
* Bringing and articulating an outside perspective including national developments and examples of good practice that will contribute to develop the ambition for Lambeth, Championing their own and others’ ideas.
* Along with the Chief Executive and Corporate Directors promotes and embeds high levels of probity, integrity, and governance.
* Providing highly effective support and advice to elected Members.
* Effectively anticipates and constructively addresses challenges and situations where conflict may arise.
* Personally leading, large programmes and projects, including with external partners ensuring effective outcomes.
* Together with the Chief Executive and Corporate Directors, role model and champion Lambeth’s values and behaviours.
* Accountable, together with the Chief Executive and Corporate Directors, for developing and managing effective business continuity plans and the Council’s emergency response arrangements.
* Along with strategic leadership of council’s finances, the role will also oversee robust and effective financial planning, management and assurance. This includes capital, treasury, payroll, pensions, exchequer, systems, insurance, procurement, audit and risk management activities.

**Main purpose of post**

To provide high quality professional advice on all matters related to the financial functions of the council.

To provide strategic leadership and direction to finance and procurement services.

To undertake the statutory duties of the Section 151 Officer as defined in the Local Government Act 1972.

**Key Unit Accountabilities**

1. As the Council’s Corporate Director of Finance (Section 151 Officer) 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 that the directorate works to fully support One Lambeth objectives.
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 Committee and pensions Board and ensure the delivery of an effective fund management service to the Administering 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 observe and fulfil the seven principles of public life (also known as the Nolan Principles).
17. To model the behaviours required of all staff and demonstrate commitment to the council’s values.
18. Accountable together with Corporate Directors and Directors for developing and managing business continuity plans and the Council’s emergency response arrangements.
19. To discharge the functions and powers delegated to the post under the Scheme of Delegation set out in the Council’s Constitution.

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, the post holder is restricted from undertaking or participating in any political activity.

**Strategic/Operational Planning and Organisational Leadership**

As a member of the council’s leadership team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners, and stakeholders to deliver the council’s objectives and priorities.

To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential.

To lead on and ensure the effective implementation of corporate initiatives and transformation programmes that cut across the whole or part of the council’s activities.

You will provide strategic leadership and direction to ensure effective delivery of services, and work as part of the senior leadership team to promote a culture of collaboration, empowerment, and efficiency.

**Management of resources and continuous improvement**

Ensure effective Financial Management, cost controls and income maximisation in an ever-changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

To manage people, delegated budgets, and other resources, utilising them innovatively and creatively to improve service outcomes, ensuring expenditure is contained within cash limited budgets, that risk and need are balanced and ensuring that timely corrective action is taken to deal with any variances that arise.

Ensure the service complies with the Council’s corporate governance including risk management, performance monitoring, information governance, and staff supervision and performance management.

**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 cash limit: £416m TBC
* 5-year capital programme budget: £715m TBC
* expected income: £112m TBC
* cash investments last 12 months: £20-80m TBC
* pension funded valued at: £1.7bn TBC

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

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

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)  You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.  If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (ü) on the person specification when you complete the application form.  |   **Shortlisting** **Criteria**  |
| ***For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade***.   |
| **Key Knowledge**  |
|  | K1  | 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 | üA  |
|   | K2  | Evidence of continued professional, managerial and personal development |   |
|   | K3  | Commercial and financial knowledge and track record of ensuring programmes deliver to budget and within agreed timescales |  |
| **Relevant Experience**  |
|   | E1  | Experience of providing strategic financial advice to leaders of a large, complex public sector organisation | üA  |
|   | E2  | A track record of achievement at a senior management level in a local authority or similarly large, complex public sector organisation | üA  |
|   | E3  | Track record of developing and leading professional teams. | üA  |
|  | E4 | Experience of working with politicians at a local and national level to secure agreement to policy solutions aligned to strategic organisational goals | üA  |
|   | E5  | Experience of establishing and developing partnerships and joint working opportunities within a complex policy and service delivery environment |   |
|  | E6 | 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 |  |
| **Qualification**  |
|  |  Q1 | Accountancy qualification from the Chartered Institute of Public Finance and Accountancy | üA   |

**CORE VALUES AND BEHAVIOURS**

* Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
* Ensure fairness and justice is at the heart of my decision making and support to my team and others.
* Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
* Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
* Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
* Encourage everyone to be themselves at work and value who they are.
* I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.
* Treat each member of my team with respect and dignity just as I would want for myself.
* Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
* Personalise my support to each team members and look out for them, lending a hand wherever I can
* Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
* Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
* Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
* Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
* Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.

* I encourage and support my team to do the right thing even when it’s tough and we communicate our decisions in a timely way.
* I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
* I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
* I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
* I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
* I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.
* I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
* I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

* Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
* Encourage my team to be flexible and try new things when it’s appropriate to do so and tell me what could be improved.
* Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
* Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
* I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
* Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
* Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.