

Job description and specification

Job Title:	Director of Finance Deputy S151
Reference:	CEDR2002
Service:	Resources
Grade:	D
Reports to:	Executive Director Resources S151 Delamere House, Crewe with travel to Macclesfield Town Hall and other
Location:	locations within Cheshire East.
DBS Requirement:	Basic DBS

Your job

As a member of the Resources senior leadership team you will drive, lead and provide strategic leadership and accountability for the delivery of the Council's Core support financial related services, ensuring clear cohesion across the Council's Officers and Members.

Work collaboratively with CLT and Members to deliver the priorities of the Council's Corporate Plan.

Lead the management and development of a high performing service and will be responsible for the design, planning and operations of the following services:

- Finance;
- Revenues and Benefits; and
- Procurement.

You will promote managerial responsibility for cross-organisational team working, and across boundaries with other agencies and partners, voluntary and other public sector organisations, and with service users, to deliver more cost effective and valued services and solve problems in a coherent and integrated manner.

You will develop and embed a performance culture that delivers results in terms of better outcomes for local people through rigorous open challenge, personal accountability, disciplined execution and continual improvement.

You will have full accountability for the duties of the Deputy Section 151 Officer and will be able to regularly deputise for the Executive Director of Resources (s 151 Officer)

In this job you will

1. Lead the development and delivery of the Council's Corporate Services that include Finance, Procurement and Revenues, Benefits Services. You will need to ensure that you provide the right Governance and Engagement to support the management of risk across the Council.
2. Work with senior colleagues across the Council's directorates/external partners and services to nurture and foster a culture of accountability and responsibility driving productivity and performance related to the services that you lead. Ensuring there is clarity of purpose and defined priorities within team plans and officer roles to delivery service improvement and change.
3. Ensure that effective risk management arrangements are in place to maximise the ability to identify and take up opportunity, and to minimise the Council's exposure to risk and uncertainty, whilst encouraging creative thinking and innovative practice
4. Ensure that all functions are delivered within and to budget.

5. To lead, direct, co-ordinate and oversee the provision of a range of related financial functions, and the work of delivery and project teams in achieving specific outcomes for local people
6. To direct, oversee and co-ordinate operational delivery of a range of business support activities,
7. Lead and develop the provision of robust and legally sound procurement and contract management processes and procedures in support of the Council's commissioning activities.
8. Develop and drive a performance management framework promoting continuous improvement, transformation, productivity, innovation and evidence-based decision making which will ultimately support the Council in delivering its Corporate Plan.
9. Champion, exemplify and drive innovation and transformation across areas of strategic responsibility, working across the Council and with strategic partners.
10. Ensure that services/functions are delivered within and to budget, and to set and manage appropriate financial and other controls, which enable decisions to be made directly and quickly at the frontline (within agreed delegated authority).
11. Manage all aspects of the team and individual staff performances including use of resources against agreed shared and personal targets.
12. Work closely with elected Members at local level, to support them in undertaking their Community Leadership role effectively and confidently.
13. Attend Committee meetings, provide necessary reports and manage, under the Executive Director of Resources 151 leadership and direction, relationships with relevant members.
14. Represent Cheshire East Council externally and internally, being an effective ambassador for the Council as required.
15. Assist the Executive Director - Resources, deputising at both local and national levels and, carrying out other duties and responsibilities as may be required from time to time while displaying the skills, experience and flexibility expected of a Director with the delegation of Deputy 151 Officer.
16. To be responsible for the development of the finance suite of information within UNIT4 and accountable for budgets associated.

From time to time you may be asked to undertake work as may be determined by the Chief Executive and/or an Executive Director. This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work together as one team and one council to deliver the best service for our customers and communities.

In this job you will need

You must be able to demonstrate the following essential requirements:

- Educated to degree level,
- MBA or equivalent (desirable)
- Qualified Accountant (CIPFA or other CCAB equivalent)
- Significant experience in a related business area and demonstrable success in leading related services, with evidence of innovative and transformational thinking.
- Expert knowledge of finance and performance best practice, emerging trends and innovations.
- Knowledge of all Council services, their service proposition and their impact on local residents and businesses.
- Project and Programme Management
- Managing multi-disciplinary teams and developing clear work programme for individuals and teams.
- Considerable clear demonstrable experience of managing a major change management programme within a large, complex organisation.
- Experience and consistent achievement at a senior management level in an organisation of comparable scope and complexity pursuing a transformational agenda.
- Experience of performance management in a customer focused business/organisation
- Experience of leading, motivating and managing services with multi-disciplinary teams to achieve significant, sustainable improvements and positive outcomes through internal and external partnerships.
- Transferable skills in leading complex services in local authority settings and delivering effective change and service improvement.
- Experience of leading the delivery of strategic objectives and policies through effective service planning.
- Planning, prioritising, persevering and delivering improvements to achieve objectives within timescales.
- Proven ability to lead teams, focused on delivering change and improvement across partnerships and organisational boundaries.

It would also be desirable if you hold the following experience:

- Substantial evidence of political awareness and experience of successful management in a senior position at the political/management interface
- High levels of analytical, creative and interpersonal skills and an understanding of the political environment of the Council
- Ability to explore innovative and creative means of delivering improved service outcomes through effective constructive challenge.
- Ability to operate effectively within the democratic processes, with the political acumen and skills to develop productive working relationships with Council members that command respect, trust and confidence. An excellent understanding of local democracy and the processes, practices and culture required delivering strong, health local governance.
- Ability to provide visible and supportive leadership, empowering, motivating and developing staff and fostering a positive organisational culture, focusing on delivering improved outcomes for service users.

Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

Our values

Flexibility: adaptable, open to learning and resilient

Innovation: creative, challenges convention and always looks to improve

Responsibility: delivers on promises, efficient and has integrity

Service: listens, delivers quality, is reliable and enables others

Teamwork: respectful, inclusive and contributes at all levels

Employee deal

Our COMMITMENT

Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

Your COMMITMENT

Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

Working for a brighter future together

