

## ROYAL BOROUGH OF GREENWICH

### JOB DESCRIPTION

<b>POST DESIGNATION:</b>	<b>Deputy Director of Resources – Finance</b>
<b>REPORTING TO:</b>	Director of Resources
<b>DEPARTMENT:</b>	Resources Directorate
<b>SECTION:</b>	<b>Finance and Governance</b>
<b>GRADE:</b>	Chief Officer B1

#### **Purpose of job:**

As the Deputy Director of Resources – Finance, the post holder is responsible for providing organisational leadership in managing the Council's finances sustainably and in the public interest. This includes developing the Council's Medium Term Financial Strategy, influencing significant business decisions, working to resolve some of the most significant financial challenges the organisation faces and providing robust budgetary control.

The post holder will lead Corporate Finance, Finance Business Partnering, Procurement, Internal Audit, Anti-Fraud, Financial Governance and Insurance. As the qualified professional lead, they are expected to bring their expertise and leadership and continuously innovate to help deliver improved outcomes across these functions and the services they support.

As a core member of the Corporate Senior Leadership team, they will play a key role in developing the organisation as a whole and work collaboratively with other senior officers, councillors and partners to help achieve strategic priorities. In addition, they will build networks with peers across the sector to bring best practice and innovation back to Royal Greenwich.

#### **Main Duties:**

1. To provide strategic leadership to the functions of Strategic Finance, Procurement, Corporate Finance, Finance Business Partnering, Procurement, Internal Audit, Anti-Fraud, Financial Governance and Insurance. This includes ensuring there are clear service plans and that each function is run in the most efficient and effective way possible whilst also continuously improving.
2. As the Deputy Section 151 Officer, to lead all relevant financial policies and strategies including our Medium Term Financial Strategy, Capital Strategy, Risk Management and Procurement Strategy, alongside ensuring adherence to relevant Accounting Standards, Codes of Practice and Internal Auditing Standards.
3. To contribute to the delivery of sustainable budgets, budgetary control and the optimisation of performance under relevant audit and inspection regimes. This includes

providing strategic financial advice to Directors across the organisation to support them in budget management.

4. To provide effective management and optimise performance in Corporate Finance, Service Finance, Procurement, Treasury Management, Capital and Pension Investments, Internal audit, Anti-fraud and Insurance.
5. As Deputy S151 Officer, to provide advice and information to Members and officers to enable the Council to identify strategic opportunities, develop policy, ensure effective resource allocation and make effective financial decisions.
6. To ensure the proper management and sound stewardship of all the Council's financial affairs, acting as a senior manager for professional finance staff across the organisation.
7. To lead on and be responsible for the independence and objectivity of the internal audit and risk function and provide overall assurance on the effectiveness of the Council's controls, systems and financial security, in order to discharge its statutory responsibilities.
8. To provide organisational leadership to develop and integrate financial and service planning processes across departments and other agencies by working with responsible senior officers across the Council.
9. To proactively monitor financial health across the organisation and horizon scan to identify emerging financial issues and challenges and, where required, deliver effective interventions alongside Directors and other senior officers to ensure an appropriate response.
10. To lead the reporting and development of financial performance information across the Council, aligning it with service performance to give a comprehensive view of performance against spend.
11. To ensure the Council operates effectively within modern, efficient, and fit for purpose governance frameworks and processes.
12. To support and, where appropriate, lead key corporate projects and programmes, ensuring they meet objectives, are delivered on time, within budget and follow the agreed governance framework.
13. To provide proactive, effective challenge to senior officers where evidence shows services may not provide value for money. This includes working with services to identify issues, develop improvement plans and agree responses as required, to demonstrate economy, efficiency and / or effectiveness.
14. To support the development of a corporate culture of transparency, support, challenge, and shared objectives across the Council's senior leaders.

15. To utilise their excellent interpersonal skills to navigate challenging and political environments to ensure the best outcome for the Council as a whole.
16. To develop and foster effective relationships with government, professional bodies, and other local, regional, and national organisations to represent and promote the Council's interests and influence key policy issues. Key specific relationships will include the external auditor and the Chair of the Audit and Risk Management Panel.
17. To actively consider and promote new and innovative ways of delivering high quality services that provide good value for money. This includes research and benchmarking to establish the most effective delivery methods.
18. To provide clear and visible leadership, to effectively manage and develop staff, addressing performance issues promptly and taking appropriate action. This includes ensuring teams are diverse and provided with adequate professional development, inspiration, and motivation to continuously improve and deliver better outcomes.
19. As a member of the Directorate Senior Management team, to ensure timely and effective communication and implementation of all agreed Council policies and processes within the directorate.
20. To promote equality among all staff and ensure services are delivered in a non-discriminatory way, inclusive of disadvantaged groups and in line with the Council's equal opportunities policy.
21. To participate in emergency planning and business contingency arrangements as required by the Director.
22. To undertake all duties with due regard to the provisions of the Health and Safety at Work legislation, Data Protection/GDPR and Customer Care policies.
23. In the absence of the Director of Resources, to deputise for the Director on matters that fall under statutory power of the S151 Officer.
24. To undertake any other work appropriate to the level and general nature of the post's duties.

Please note, the post holder is expected to work outside of normal office hours, including physical attendance at evening meetings or committees, for which no additional payment will be given.

Designation of the post to which the post holder normally reports to: **Director of Resources.**

**Person Specification:**

<b>Job Title</b>	Deputy Director of Resources – Finance
<b>Grade</b>	Chief Officer B1
<b>Service/Section</b>	Corporate Finance and Governance
<b>Directorate</b>	Resources

<b>Criteria</b>	<b>Essential/Desirable</b>
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Full membership of one of the professional accountancy bodies required by S.113 of the Local Government Finance Act 1988 (preferably CIPFA). Demonstrates a high level of understanding of the legislation, regulations and technical guidance that determine the financial and fiduciary requirements of a local authority.</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Expert knowledge of local government services, delivery models and governance arrangements.</li> </ul>	<b>D</b>
<ul style="list-style-type: none"> <li>• Expert knowledge of different systems and processes for sound financial management and stewardship, including monitoring and forecasting to identify potential challenges and opportunities both at the Council-wide level and within individual service areas.</li> </ul>	<b>D</b>
<ul style="list-style-type: none"> <li>• Expert knowledge of audit and risk services and internal control frameworks including an understanding of Government and CIPFA auditing requirements and guidance in relation to local government internal audit.</li> </ul>	<b>D</b>
<ul style="list-style-type: none"> <li>• Expert knowledge of audit and risk management as well as the principles in both practical and theoretical terms, underlying successful audit and risk controls across an organisation.</li> </ul>	<b>D</b>
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Have excellent influencing and interpersonal skills with the ability to quickly establish credibility and work effectively with members, chief officers, services, finance staff and other partners and exhibit a desire to innovate and add value.</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Have an extremely high-level of analytical skill, with the ability to synthesise complex data and information from internal and external sources to identify future financial challenges and opportunities. This includes the ability to make difficult decisions and stick with them.</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>• Ability to effectively lead, manage, develop, and motivate teams, fostering an open and trusting culture that inspires high levels of performance and continuous improvement.</li> </ul>	<b>E</b>

<ul style="list-style-type: none"> <li>• Ability to lead financial planning at an organisational level and work with senior colleagues to define a financial planning approach at service level that is effective, efficient, consistent, and aligned with performance and organisation / service objectives.</li> <li>• Ability to quickly become familiar with legislative, service, strategic and delivery issues for the Council that are likely to have significant financial impact.</li> <li>• Ability to think in a corporate way, not just taking into account wider organisational objectives, but seeing them as shared objectives.</li> </ul>	<p><b>E</b></p> <p><b>E</b></p> <p><b>D</b></p>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• A successful track record in managing and delivering change in a large, complex finance function and utilising financial resources to improve organisational performance, working across service and organisational boundaries and engaging colleagues and key stakeholders in developing a common agenda.</li> <li>• Experience of developing sustainable financial strategies in an environment with multiple stakeholders and pressures.</li> </ul>	<p><b>D</b></p> <p><b>D</b></p>
<b>Equal Opportunities</b>	
<ul style="list-style-type: none"> <li>• Understanding of and commitment to the Council's equal opportunities policies / staff values and the ability to put that into practice in the context of this post.</li> </ul>	<p><b>E</b></p>