

Role profile

Job Title:	Director of Finance (Deputy S151)	Grade:	CB1
Department:	Finance	Post no.:	65010
Directorate:	Resources	Location:	Perceval House (Hybrid)

Role reports to:	Strategic Director, Resources
Direct reports:	4 Assistant Directors: <ul style="list-style-type: none"> • Assistant Director, Strategic and Corporate Finance • Assistant Director, Finance Business Partnering • Assistant Director, Commercial Hub • Assistant Director, Audit and Investigations
Indirect reports:	All staff in finance department

Job description

Purpose of role

To work proactively and in partnership with the council's political and officer leadership and other stakeholders, to lead, promote and deliver the council's vision and priorities efficiently and effectively, delivering value for money within available resources.

To lead and develop a proactive, customer-focussed, valued and enabling professional finance service which responds to the changes and challenges within local government finance seeking continuous improvement and harnessing opportunities of technology to improve the service.

To act as the professional finance lead and work in partnership with the Strategic Director, Resources (Section 151 Officer) to promote sound financial management, financial sustainability and transparency to meet the council's fiduciary responsibility to residents and maintaining their confidence and trust in the council:

- leading, developing, implementing and monitoring the council's medium-term financial strategy (MTFS), annual revenue budget and capital programme
- ensuring the council has robust financial systems and processes and controls
- maintaining accuracy and integrity of the council's accounts and financial reporting arrangements
- leading and motivating a valued professional finance team and service, providing vision and strategic direction, promoting professional development, continuous improvement and a customer focused approach
- providing professional financial and technical advice to senior leaders on financial implications of strategic decisions and supporting transformation and change.

To act as the deputy section 151 officer (Local Government 1972), in the absence of the Strategic Director, Resources.

Key accountabilities

- Lead, coordinate and support the setting of the council's annual budget and MTFS of the General Fund and Housing Revenue Account (HRA)
- Lead delivery of high-quality professional financial advice and customer-focused business partnering to directorates to enable, support and challenge the effective delivery of the business and change, to enhance the competency of budget holders and to promote best practice, sound financial governance, and value for money
- Lead effective delivery of all financial aspects of the council's capital strategy and programme, including housing development
- Ensure the effective management of council and pension fund cash and investment balances, ensuring appropriate strategies and procedures are in place to safeguard funds and manage risk.
- Support the development and delivery of new initiatives and investments ensuring costs and benefits, opportunities and risks are identified and evaluated through robust appraisal and monitoring
- Ensure robust financial systems and controls are in place which report accurate, timely and relevant information to support delivery of the statement of accounts in line with statutory timetables and good financial management by budget holders
- Support effective and evidence-based decision making through provision of financial advice on all decision reports and advise the Strategic Director, Resources of financial risks, escalating any issues in a timely manner whilst seeking to find resolutions and managing any conflict which may arise
- Develop, maintain and lead a single, joined up and cohesive finance service ensuring consistent messaging and service standards
- Develop and improve the culture of financial management, accountability and responsibility of budget managers through provision of timely instructions, advice, support and challenge
- Deputise for and represent the Strategic Director, Resources (Section 151 Officer).

Key performance indicators

- Delivery of a balanced budget and sustainable MTFS
- Accurate and timely financial management accounts and closure of the statutory statement of accounts
- (Internal) customer satisfaction of finance support
- Delivery of projects to agreed levels of time, cost, quality
- Effective resource and budget management as budget manager

Key relationships (internal and external)

Internal

- Strategic Director, Resources (Section 151 Officer)
- Resources Directorate Management Team
- Chief Executive
- Strategic Directors and their Departmental Management Teams
- Finance Department Management Team
- Assistant Director of Local Taxation & Accounts Receivable
- Cabinet Member for Inclusive Economy

External

- Partner organisations including NHS organisations, other local authorities and Voluntary and Community Sector
- Representatives of the government departments, external auditors, national bodies and network groups
- Other key advisers such as treasury advisers, legal advisers, consultants

Authority level

- As set out in the Constitution and Scheme of Delegated Powers
- For all aspects of people management including effective recruitment, induction, employee relations, performance management, disciplinary and grievance matters
- For policy development and implementation subject to Strategic Director, Resources, SLT and Member approval as appropriate
- To oversee/monitor and challenge finance service budgets
- Deputise for Strategic Director of Resources (Section 151 Officer)

Additional Requirement

Responsible for the oversight/ management of:

- Pension Fund investment assets c£1.5bn
- Council cash balances c£500m
- Corporate budgets c£30m

Responsible for the strategic oversight of:

- General Fund net expenditure c£300m
- HRA expenditure c£90m
- Council capital programme c£1.3bn

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Essential knowledge, skills and abilities

1. Expert knowledge and understanding of legislation, accounting standards and accounting codes of practice governing local authority accounts and other local government finance legislation and requirements
2. Expert understanding and experience of current challenges and opportunities in Local Government and experience of leading finance teams to enable support for services
3. Experience of strategic financial management, business partnering and improvement across diverse services
4. Experience of providing strategic financial advice to senior management and members
5. Exemplifies pragmatic and visible leadership that builds high levels of trust, motivation and performance
6. A creative thinker and innovator who is also pragmatic, practical, professional, and straightforward in delivering solutions and financial advice
7. A persuasive and effective influencer who can build and maintain strong working relationships across the council to develop a corporate understanding of the financial strategy, risks and opportunities and the council's response to financial challenges
8. An assertive and considered communicator, with excellent written and oral presentation skills enabling complex/ technical information to be understood by non-financial officers and members
9. Proven ability to prioritise, make decisions and provide clear leadership for staff, including the establishment and maintenance of a performance management culture
10. Strong analytical skills to support evidence-based decision-making
11. Ability to constructively challenge service leads and achieve a balance between understanding and supporting services and delivering on corporate financial priorities
12. Experience of leading and developing high-performing finance teams delivering high-quality finance support services and delivering continuous improvement

Essential qualification(s) and experience

1. CIPFA, CCAB or CIMA qualification
2. Evidence of continuous professional development
3. Significant experience of working within or with the public sector and influencing at a senior level.
4. Significant experience at leading, inspiring, and developing a professional team which is customer focused driven by excellence, and continuous improvement
5. Significant experience of working effectively in a complex political environment, and exercising balanced political judgment

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards