

Job Description and Person Specification



Executive Director of Finance (S151) - Finance Directorate

Salary:	£140,683 - £151,033
Job Family:	SM16
Working hours:	37 hours per week
Work base:	The Cube, in Corby.
Responsible to:	Chief Executive North Northants Council

We are delighted that you are considering joining our team at North Northamptonshire Council. By recognising that our employees are our greatest asset, we invest in, value and develop them to progress our ambition to be an employer of choice. Our corporate values and behaviours also encourage customer focus, efficiency and support our employees to achieve.

Main Purpose

As a member of the corporate leadership team (CLT), the post holder will:

- Be responsible for the financial affairs of the Council, with accountability for the financial probity of the Authority and the statutory responsibilities under Section 151 of the Local Government Act.
- Work closely with the Chief Executive (Head of Paid Service), Members and peers to drive forward the Council's vision, strategic priorities and objectives.
- Lead the management, development, performance and continuous improvement of the:
 - Finance, Audit and Risk services and related activities, ensuring financial sustainability and the effective management of the Council's funding, revenue budget and capital programme; and
 - Procurement Service, ensuring effective procurement arrangements and processes are in place and in line with statutory requirements.
- Provide strategic and effective change management leadership and support so that the change vision is delivered using innovative solutions that harness the expertise, knowledge and creativity of all the employees within the Finance Directorate.

Role Responsibilities

Strategic Leadership and Management

- Engage with senior political and managerial leaders to ensure financial probity and proper conduct of financial activities and decision making.
- Be a fully participating member of the Council's senior leadership team, driving strategy and performance; and championing the delivery of the Council's vision and strategy with Councillors, partners, community representatives, and colleagues.
- Drive transformational change, fostering and leading a culture of continuous improvement that reflects the values of the Council and encourages creativity and commercial acumen within a public service ethos.

Core Responsibilities

- Undertake the statutory Section 151 Officer duties in accordance with the responsibilities under the Local Government Act s.151.
- Provide pro-active and strong financial advice and challenge based on robust analysis, forecasting and financial planning to ensure that Council manages its budget and delivers its services cost-effectively, legally and in line an appropriate level of risk.
- Lead the development of the Council's Budget; Treasury Management Strategy and Investment; Capital Strategy and Medium-Term Capital Programme, Medium Term Financial Strategy, Housing Revenue Account budget and long-term business plan; including leading the budget strategy, co-ordinating budget communication with all key stakeholders, production of the Council's annual statutory Statement of Accounts and supporting the Chief Executive with Councillor engagement.
- Leadership and management of the Council's Finance, audit and risk functions to ensure that the Council has the capacity to deliver its current and future priorities in accordance with relevant government legislation, professional standards and leading-edge practices.
- Ensure appropriate financial standards and processes are in place, through the development of effective, robust financial policies and strategies.
- Ensure that the Council's ERP system is embedded and implemented successfully.
- Lead on the Council's Strategic Risk Register, operational risk registers and ensure that action to address and mitigate risk is taken corporately.
- Ensure the Council's interests are represented in regard to the Northamptonshire Pension Fund.
- Leadership and management of the Council Corporate Procurement Function to ensure that the Council has effective procurement arrangements in place which demonstrate value for money and ensure compliance with statutory procurement regulations.

Political Interface and Member Relations

- Develop and maintain effective working relationships with elected Members, working with Members to foster a positive and productive interface between Members and officers across the council.
- Provide accurate, timely and relevant financial and risk advice to Chief Executive and Elected members including legislative changes and best practice/innovative approaches to budgetary and financial management which anticipate future needs.
- Promote a culture of political awareness amongst officers to help translate political will into appropriate future strategies and delivery of objectives.

Leading Partnerships, Collaboration and Managing Reputation

- Build, nurture and maintain effective relationships with local, regional and national partners to optimise the Council's strategic objectives.
- Influence a range of policy makers, public bodies, partners and suppliers to ensure the Council is well positioned to meet existing objectives and new challenges.

Undertake any other duties commensurate with the role. Some additional functions may be incorporated into this role description as the new unitary organisation is established.

Political Restriction and Other Requirements

- This position is politically restricted
- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory DBS declaration check will be required prior to appointment.

Person Specification

Qualifications

- Management qualification or degree and /or significant experience in organisational leadership.
- Professional qualification CCAB (Consultative Council of Accountancy Bodies) and/or qualified CIPFA (Chartered Institute of Public Finance and Accountancy).
- Membership of one or more professional bodies as set out s.113 of the Local Government Finance Act 1988.
- Evidence of continuing professional development.

Background and Experience

- Demonstrable successful track record as a Section 151 Officer and/or working at a senior financial leadership level; specifically in the leadership and management of professional finance, audit and risk functions in a public sector context.
- Substantial knowledge and experience of leading financial planning, budget preparation and control, financial risk assessment, management and resolution, statutory accounting, financial systems and control, in a (financially) large and complex organisation.
- Proven experience of providing strategic financial advice and challenge to members and senior leaders.

Experience and success in

- Leading organisational/financial change and driving through service improvement
- Leading high performing, professional teams
- Effective partnership working, networking and collaboration; developing and maintaining positive and productive relationships with a range of internal and external stakeholders and strategic partners
- Driving cultural change and organisational vision and values
- Operating in a political environment, providing professional advice and guidance to and building effective working relationships with senior managers and elected Members
- Developing strategic financial and risk-based policies and plans.

Skills and Knowledge

- Excellent current working knowledge and understanding of local government issues and statutory requirements, with a particular emphasis on financial issues.
- Demonstrable leadership skills, specifically the ability to 'take people' with them and promote organisational vision and values.
- Highly developed interpersonal, advocacy and communication skills, with ability to engage a range of audiences and positively represent the Council.
- Ability to see the big picture, interpret it and develop relevant strategies, plans and deliverables.
- Ability to encourage and engender collaborative working and build positive relationships with external agencies, partners and internal and external stakeholders.
- Political awareness and the ability to work successfully within a political environment through effective working relationships with Elected Members.
- Ability to challenge delivery practices and where appropriate, champion and drive alternative solutions that align to the Council's vision and strategy.
- Effective communication skills, including strong report writing and presentation skills.
- Ability to learn from experience and to share that learning through future actions to improve

service delivery and performance.

- Strong management skills, with ability to lead and influence others, make informed decisions and build and maintain successful relationships and networks.
- Ability to respond quickly and innovatively in order to manage and enhance the Council's reputation.
- Strong influencing and negotiating skills
- Strong commercial awareness and highly developed financial acumen to ensure delivery of savings and generation of income.
- Ability to provide challenge to organisational performance to achieve excellence.
- Ability to identify and implement effective systems to monitor performance.
- Highly developed analytical and problem-solving skills, able to work strategically and apply sound judgement
- Detailed working knowledge and understanding of programme and project management methodologies.
- Experience of translating strategy into delivery through plans, programmes, people and culture.

Personal Qualities

- Passionate about putting residents at the heart of service delivery.
- Positive role model for behaviours and culture.
- Collaborative and strategic leader – able to motivate and work across boundaries and achieve performance/results through others.
- Sound judgement in devising and evaluating options and dealing with complex issues.
- Demonstrable evidence of policy judgement, political awareness and astuteness.
- Flexible and able to meet competing demands and challenging circumstances.
- Ability to work under pressure and deliver outcomes at pace' with resilience to work through obstacles and challenges.
- Personality and credibility that engages and commands the confidence of all stakeholders.
- Innovative and forward looking.
- Commercially / financially astute and customer focussed
- Ethical, accountable behaviour including a personal commitment to equality, diversity and inclusivity.

Our Values and Behaviours

Our values define who we are and how we operate, by forming the foundation for how we interact with our customers, colleagues and provide our services. They are also at the forefront of our decision making and delivery and include:



Our Key Commitments

Our key commitments help ensure that the priorities we make, now and in the future, maintain the necessary breadth of focus in those areas that we believe matter most.

Our key commitments are:

- **Active, fulfilled lives:** We will help people live healthier, more active, independent and fulfilled lives.
- **Better, brighter futures:** We will care for our young people, providing them with a high-quality education and opportunities to help them flourish.
- **Safe and thriving places:** We will enable a thriving and successful economy that shapes great places to live, learn, work and visit.
- **Green, sustainable environment:** We will take a lead on improving the green environment, making the area more sustainable for generations to come.
- **Connected communities:** We will ensure our communities are connected with one another, so they are able to shape their lives and the areas where they live.
- **Modern public services:** We will provide efficient, effective and affordable services that make a real difference to all our local communities.

Why choose us?

We offer a fantastic working environment including diverse and active staff networks, great flexible working opportunities and well as many other benefits, you will:

- Receive a generous annual leave allowance.
- Have access to our Employee Assistance Programme which offers a confidential service for employees and their families 24 hours a day / 7 days a week. The programme provides expert advice and counselling in areas such as finances, family and personal problems, work issues, health related problems, childcare and consumer rights.
- Join the Local Government Pension Scheme (LGPS), which is a tax approved occupational pension scheme with a generous employer contribution rate, immediate life cover and ill-health protection. Benefits are based on the length of your membership and final salary.

We are proud to be a recognised Disability Confident Employer and is committed to providing an inclusive recruitment process and will offer an interview to disabled applicants who meet the essential criteria for the role.

