

With an emphasis on strong leadership this role operates within the context of the Best Council Plan and the City's broader strategic objectives. People in roles at this level support the Director in setting the purpose and strategic direction of the directorate and for the delivery of statutory obligations, functions and services, as appropriate.

The postholder is responsible and accountable for the full leadership and management of a service, or range of services and functions, and for creating a culture of excellence in service delivery and continuous improvement that focusses on maximising resources and delivers agreed outcomes and objectives in accordance with the values, vision and service priorities. You will undertake the statutory duties of the Chief Finance Officer as set out in Section 151 of the Local Government Act, the relevant sections of the Local Government Finance Act and the Council's constitution.

As part of the Directorate Leadership Team and a member of the Corporate Leadership Team, you will live and model values and behaviours to help the council to achieve the ambition to become the best city council.

<b>Aspect</b> - For roles at this level, you must be able to show you...	<b>Outcome</b> The result when all aspects are applied effectively.
<p><b>Know</b> – Professionally accredited or with the equivalent extensive in depth and relevant expertise and significant knowledge gained through substantial managerial/practical experience.</p> <p>Extensive in depth knowledge of local, regional and national issues and a thorough understanding of the economic, business, cultural and political environment within the city and region that influence and impact upon council strategy, statutory provision, policy and practice.</p>	<p>You use your knowledge and significant experience to provide credible and trusted professional advice to the Leadership team, members, customers and partner organisations.</p> <p>Your knowledge of existing and emerging legislation means that you anticipate issues and financial challenges and create an environment of constructive challenge.</p>
<p><b>Leadership &amp; strategic planning</b> – lead the strategic and corporate planning of the service(s), setting and delivering change and transformational goals, ensuring there are agreed strategies and policies in place for the delivery and performance monitoring of service objectives, targets and outcomes.</p> <p>Provide leadership and direction; cultivating strong relationships and effective joint working within the Council, with politicians, partners and stakeholders across the city, region and nationally to support the delivery of transformational change that results in high quality/high value effective services.</p>	<p>You demonstrate highly visible and supportive leadership and create open, honest and trusted relationships that empower, enable, motivate and promote a high performing workforce. Directorate plans are developed, communicated and cascaded and there is evidence of excellent performance where targets and objectives are met.</p> <p>You give strategic direction to changing programmes and priorities where the Chief Officers work together to challenge existing ways of working to deliver better outcomes for citizens, customers and communities.</p>
<p><b>Collaboration &amp; innovation</b> – Understanding, sensitivity and experience of working successfully within a political context and governance framework having confidence and perspective to facilitate open and honest relationships with elected members.</p>	<p>Your extensive experience of productive collaborative working at senior leadership level, ensures that organisational developments remain focused on delivering improved outcomes for customers and citizens within the city and region.</p>

<p>Create opportunities for partnership working both within and outside the council and lead a culture of innovation and enterprise across the directorate. Working with multi agency teams to build services and deliver outcomes that are sustainable, flexible and adaptable and that ensure all legal, professional and statutory functions are met.</p>	<p>You demonstrate clear passion in promoting Leeds as a major centre, on the national and international stage, and develop trust with an engaging, collaborative and inclusive way of working.</p>
<p><b>Problem solving &amp; decision making</b> – identify opportunities, initiate and develop strategic plans and projects and deliver solution focused outcomes across a diverse range of highly complex related and unrelated issues.</p> <p>Influence a high performance culture across the directorate and be accountable for the achievement of performance, outcomes, targets and objectives that provide continuous improvement and challenge within approved budgets for the services.</p> <p>Lead consultation, engagement and communication of wide ranging and complex issues and influence, negotiate and establish credibility for the directorate in order to deliver the corporate strategic direction of the council and city priorities.</p>	<p>You anticipate emerging issues and changing context, and use high levels of creativity both in problem solving, idea generation and in seeking out and disseminating successful practice. Strategies and policies that effectively deal with diverse, highly complex and highly sensitive situations are developed.</p> <p>Using a coaching style, you create a culture of high performance where strategic outcomes and plans are translated into clear objectives. You provide strategic advice, critical challenge and moderation in relation to all aspects of the work of the directorate.</p> <p>There is evidence of your success in delivering directorate improvements and that you manage and transform performance to achieve outcomes and objectives within boundaries agreed with the most senior managers and/or elected members.</p>
<p><b>Deliver</b> – Plan and direct/sponsor highly significant strategic programmes, projects and initiatives and commission services for and on behalf of the council and across the region; working in partnership with customers, citizens and communities to deliver better outcomes and, make a difference to local people.</p> <p>Ensure that there is capacity to respond positively to change, traditional thinking is challenged and innovative solutions are pursued within the directorate responsibility. Provide leadership and direction that ensures the delivery of timely and appropriate services to customers.</p>	<p>Through major change/complex multi-disciplinary programmes you provide directional control ensuring the resources to deliver are secured and that projects and programmes have clear and assigned accountabilities to meet objectives.</p> <p>You demonstrate high levels of creativity in highly complex problem solving, idea generation and seeking out and disseminating successful practice, in order to effectively deal with diverse, very complex and highly sensitive situations.</p>
<p><b>Resource management</b> – Support a culture of excellence in se delivery of strategic plans+, continuous improvement and a focus on transformational goals and outcomes which maximises the use of resources and actively promotes the council’s values, supports adaptable ways of working and creates strong flexible teams.</p> <p>Responsibility for the direction and control of a significant budget, the financial integrity of the service and accountable for directing and implementing comprehensive risk management programmes and resources across the service(s).</p>	<p>There is an environment of constructive challenge where the Chief Officers work together to challenge existing ways of working to deliver better or equivalent outcomes for reduced costs.</p> <p>Strategic plans are delivered within budget; value for money is maximised, and operational, regulatory, statutory and financial risk is managed and monitored in compliance with council requirements and with Local Government and national working practices.</p>

<b>Job Title:</b> Chief Officer Financial Services	<b>Date:</b> 25.09.2018	<b>Ref:</b> LS
<b>Job Purpose</b>		
<p>To provide strategic leadership, vision and drive to the delivery of financial services responsible for ensuring that the authority has in place proper arrangements for the administration and delivery of its financial affairs.</p> <p>To initiate and develop financial strategies, plans and policies to support the professional development of the services ensuring the delivery of compliant, proactive and highly effective professional services to the Council, whilst ensuring that they are aligned and supportive of the Council's policies and priorities and meet all legal and professional requirements.</p> <p>Working as part of the Directorate Senior Leadership Team and a member of the Corporate Leadership Team, the post holder will live and model values and behaviours to help the Council to be the best city council in the country. The role supports the delivery of the Council's Business Plan, and is especially crucial to achieving the savings and efficiencies required to continue to deliver frontline services. It is also particularly relevant to delivering the objective to increase efficiency, and to develop income and trading opportunities.</p>		
<b>Key Requirements</b>		
<p><b>Part 1: Qualifications</b></p> <ol style="list-style-type: none"> <li>1. A relevant degree qualification</li> <li>2. A qualified member of a specified accountancy body (CCAB or CIMA) sufficient to act as the s.151 officer.</li> <li>3. Evidence of continuous professional and managerial development.</li> </ol> <p><b>Experience</b></p> <ol style="list-style-type: none"> <li>1. Significant successful leadership experience of a comparable service at a senior level and experience of having implemented strategies leading to successful business outcomes</li> <li>2. A proven track record of successful management of senior teams of diverse professionals and the achievement of performance targets and corporate objectives in a complex environment.</li> <li>3. Successful experience of developing and managing a transparent framework for large complex budget setting and compliance with statutory requirements, while working within constrained financial limits.</li> <li>4. Extensive successful experience of exercising sound judgement and providing clear advice in a political environment at cabinet or equivalent level.</li> <li>5. Experience of successful management of large-scale change programmes which reflect service needs, provide value for money, and maintain quality.</li> <li>6. Successful experience of working in a multi-agency environment having developed high quality collaborative internal and external relationships across diverse stakeholders to deliver organisational objectives.</li> <li>7. Evidence of leading, shaping and influencing innovative and commercially astute practice to maximise opportunities while realising efficiencies.</li> </ol> <p><b>Part 2: Knowledge, Skills and Abilities</b></p> <ol style="list-style-type: none"> <li>1. To undertake the statutory duties of the Chief Finance Officer as set out in section 151 of the Local Government Act, the relevant sections of the Local Government Finance Act and the Council's constitution.</li> <li>2. Ensure effective provision of financial management of the council's finances, at both corporate and directorate level including the delivery of the financial strategy, capital programme, treasury management, budget monitoring and the production of accounts, including statutory reporting.</li> </ol>		

3. Providing a high-quality Internal Audit and Exchequer Services.
4. Support effective decision making by providing financial information and advice to senior officers, members and schools.
5. The collection of Business Rates, recovery action for Council Tax, Business Rates (NNDR) and other income sources.
6. Ensuring effective service delivery provided by the Procurement and Commercial Services.
7. Set and deliver transformational goals with broad perspectives and long-term timelines, within a context of budget pressures and funding restrictions.
8. The provision of financial advice across the authority to the Council's Elected Members, senior officers and other stakeholders, including partners, government and other key regional and national stakeholders.
9. Ability to present complex information in a clear and concise manner using a variety of presentational formats.
10. Ability to find and implement creative and innovative solutions to complex strategic problems.
11. Excellent communication skills with the ability to influence, negotiate and establish credibility for the service, to enhance its reputation, and to form positive relationships.
12. Lead by example, fostering effective joint working within the Council and across the City and provide direction and support to immediate line reports, creating an organisational culture of shared accountabilities, support and learning and continuous improvement.
13. Manage all aspects of risk and be accountable for the safety of staff, service users and contractors in accordance with all statutory obligations and relevant health and safety policies.

#### LCC Values

<b>Working as a Team for Leeds</b>	<ul style="list-style-type: none"> <li>• Lead managers within the service to develop a high performing and professional workforce and manage resources to achieve service and overarching objectives in line with the city's agreed priority outcomes.</li> <li>• Represent the city on matters relating to financial services.</li> </ul>
<b>Being Open, Honest &amp; Trusted</b>	<ul style="list-style-type: none"> <li>• Undertake effective consultation and engagement activities and communications with staff, service users, councillors, trade unions, partners and other stakeholders in accordance with Council policy.</li> <li>• Support open, responsive and accountable government, ensuring good governance compliance with financial and procurement procedures.</li> </ul>
<b>Working with Communities</b>	<ul style="list-style-type: none"> <li>• The provision of a number of financial services to schools and outside bodies</li> </ul>
<b>Treating People Fairly</b>	<ul style="list-style-type: none"> <li>• Promote and deliver positive solutions to achieve diversity and equality of opportunity in all aspects of service delivery, community engagement activity and human resource areas.</li> </ul>
<b>Spending Money Wisely</b>	<ul style="list-style-type: none"> <li>• Lead and manage the financial services of the Council, ensuring the delivery and improvement of services so as to meet the needs of our communities and stakeholders.</li> <li>• Deliver the provision of financial services, including taxation, insurance, a range of operational services for Adult Social Care clients, which includes financial assessments, paying providers, billing customers and estates and deputyships, and managing the right to buy council house scheme.</li> </ul>

#### Working Context

- The role is primarily office based but post holders are expected to work flexibly both at home and at various locations across the City and region. Hours are worked mainly Monday to Friday, in accordance with the needs of the service; however the post holder will be expected to work outside normal working hours, including attendance at evening / weekend meetings or events as reasonably required.
- The role profile and specification are an outline only and may vary from time to time without changing the character of the job or level of responsibility