

Tameside Metropolitan Borough Council

Job Description

Job Title:	Assistant Director of Finance (Deputy S151 Officer)
Directorate:	Finance & IT
Grade:	SMT2
Location:	Flexible work base. Main offices are - Tameside One, Market Place, Ashton-Under-Lyne, OL6 6BL
Accountable To:	Director of Finance
Accountable For:	Financial Management and Audit Teams
Working Pattern:	36 hours per week – some occasional evening and weekend working may be necessary.
Any Special Conditions of Service:	This post is subject to political restriction in accordance with the provisions of the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990.

PURPOSE & OBJECTIVES OF THE ROLE

- Support the development of the service vision and strategy: Providing operational direction and supporting the Director of Finance with the development of the vision and strategy. Responsible for the planning and overseeing implementation of operational and strategic direction, supporting the achievement of agreed outcomes and promoting a culture that ensures that customers are at the centre of the delivery of high quality services.
- Service improvement and planning: Creating a culture of positive continuous improvement, positive challenge to the way services are provided, delivering change, engendering an environment that values ideas, overseeing improvements, supporting achievement.
- Operational Leadership: Overseeing service delivery including high-level support for operational decision-making, taking appropriate and timely action.
- To have specific responsibility for the delivery of the functions in relation to Financial Management, including the Council's Medium Term Financial Strategy, Annual Budget Setting, production of the Statutory Accounts, Reporting of in year financial performance, and financial returns.

- Performance management: Ensuring the teams within areas of responsibility are continuously improved and engender ambition, recognising key issues and priorities, keeping track of progress with intervention where needed, supporting the achievement of key actions and goals.
- Team Leadership, Management & Development: Leading the Financial Management Team in being successful, promoting team building, maximising contributions and potential, encouraging creativity and team identity
- Relationship Management: Relationship development and management; promote a culture that develops and maintains effective partnership working; supporting corporate and service strategies, leading by example through positive & strategic communication; gaining buy-in.
- Strategic involvement: To play an active role in the strategic planning of the Council's finances. Support the organisation by leading on the continuous improvement of high quality services across the borough within responsible service areas, which enhances the organisation's reputation.
- Corporate working: working to support and promote corporate aims & objectives. Strategic financial responsibility for high profile strategic projects / corporate development, including commercial activity.
- Risk management: to ensure effective risk management of services.

PRINCIPLE DUTIES

1. To act as Deputy S151 Officer to undertake the statutory duties under Section 151 of the Local Government Act 1972 and to support the Director of Finance in making arrangements for the proper administration of the Council's financial affairs, monitoring their effectiveness in practice.
2. To ensure the proper administration of the organisation's financial affairs, the financial integrity of the Council, the maintenance of the highest standards of financial control and the provision of an effective and responsive financial management service.
3. Lead through personal example, open commitment and clear action, actively contributing to strategic, corporate and service policy and decision-making, ensuring a positive approach to valuing diversity resulting in equality of opportunity, access and treatment in service delivery and employment.
4. To support the development, implementation and monitoring of the Council's medium term financial strategy to ensure financial links are developed between all plans and strategies produced by the organisation.

5. To support the Director of Finance in providing strategic financial advice to the organisation, Cabinet, and partners on new initiatives within the organisation and the wider financial environment e.g. changes in Government policy.
6. To support elected members as local leaders, developing strong working relationships with them to understand their needs, as appropriate, providing high-level advice and support that will contribute to the organisation's performance within the areas of responsibility.
7. To support the financial integrity of the organisation through sound and effective stewardship of the authority's funds through effective budget planning, monitoring and year-end processes within the areas of responsibility.
8. Continue to support and drive forward the health and care system integration, establishing opportunities to increase value for money of our total expenditure and within our funding envelope
9. To work collaboratively across the integrated finance team to drive efficiencies through joint working and identify further integration opportunities.
10. Ensure that continuous improvement, value for money and best value are delivered, by challenging existing practices and looking at opportunities to innovate and modernise service delivery.
11. To actively explore and identify alternative strategies to improve the organisation's overall financial position, including identifying possible partnership arrangements, external funding opportunities, trading opportunities, and income generation opportunities as appropriate.
12. Create a positive working environment to enable colleagues to optimise their contribution by communicating effectively, coaching and mentoring and proactive performance management.
13. To actively review all services within the remit of the post to ensure they are fit for the future strategic and financial context, deliver value for money, paying due regard to local, regional and national policy and direction.
14. Supporting the Director of Finance through robust corporate governance and monitoring, including risk management strategies to ensure the organisation meets its obligations in relation S151 statutory duties.
15. To provide strong leadership and direction, embedding a performance culture that ensures the effective management, motivation, development and performance management of staff.
16. To lead the Financial Management Team, ensuring effective delivery of the organisation's core finance functions, specifically the annual production of the

statutory accounts, setting and monitoring of the budget, financial returns and systems support.

17. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Director of Finance

PERSON SPECIFICATION

POST: Assistant Director of Finance (Deputy S151 Officer)

Part One - Qualifications and Experience

1. A qualified member of a specified accountancy body (CCAB or CIMA) sufficient to act as the s.151 officer with evidence of a commitment to personal and professional development.
2. Significant successful leadership experience of a comparable service at a senior level in or closely with local government, including implementing strategies leading to successful business outcomes.
3. A proven track record of successful senior management of diverse professional teams including the achievement of performance targets, improvements and corporate objectives in a complex environment.
4. Significant successful experience of strategic financial planning, developing and overseeing relevant large complex budgets, including pooled resources and diverse revenues, and ensuring compliance with statutory requirements.
5. Extensive successful experience of exercising sound judgement and providing clear advice in a political environment at cabinet or equivalent level.
6. Experience of successful leadership and support of large-scale corporate and service change to meet organisational, customer and community needs while providing value for money, maintaining quality and developing a positive culture.
7. 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.
8. Evidence of leading, shaping and influencing innovative and commercially astute practice, harnessing research, analytics and intelligence to maximise opportunities while realising efficiencies.

Part Two – Knowledge, Skills, Abilities and Characteristics

1. Demonstrate knowledge of local government finance and the key issues facing the local government sector.
2. Have strong people management and coaching skills, with the ability to develop teams and individuals, which strive to achieve high standards in service delivery.

3. Ability to lead teams to promote a culture of continuous improvement, innovative solutions and effective decision making which will ensure sound financial management in the delivery of the operational finance functions.
4. Ability to effectively promote a strong culture of financial management, internal control and risk management across the organisation and ensure policy and practices support this.
5. Ability to consider the wider impact of policy/development issues arising within the area of finance including political sensitivity and the practicality of applying policy.
6. Ability to develop a clear vision, lead others, inspire and gain commitment to a course of action.
7. Ability to provide flexible and responsive services, designed to meet customer needs and expectations and that achieve of high levels of customer satisfaction.
8. Ability to drive forward service improvement and embed a strong performance culture within the service.
9. Ability to create challenging aims, objectives, targets and plans for the service that demonstrate strong performance against internal and external assessment and benchmarks.
10. Ability to build effective internal and external relationships including elected members, senior council officials, partner organisations and other key stakeholders.
11. Ability to communicate complex financial information both written and verbally to various audiences in a clear and balanced manner appropriate to the audience.
12. Ability to influence and negotiate on behalf of the Council and the service, using financial expertise to give a professional perspective.
13. A demonstrable commitment to diversity, actively promoting and supporting work-life balance, fairness and equality of opportunity.
14. Demonstrate high ethical standards personally and professionally, acting with integrity, being reliable, trustworthy and leading by example.