

# Role Profile

**Role:** Deputy Director Finance and Corporate Services

**Directorate:** Finance and Corporate Services

**Post reference:** FCS131

**Role statement of purpose:** To provide strategic leadership and vision to the Finance and Corporate Services function, driving long term planning linked to strategic priorities and organisational transformation. To provide expert financial advice and to act as Deputy to the Director of Finance and Corporate Services

**Reports to:** Director of Finance and Corporate Services

	<b>Key Role Outputs (KROs)</b> these set out what must be achieved for the post holder to be successful in the role	<b>Key Actions</b> These set out how the KROs will be achieved – the activities required.
1.	Sound financial management and strategy	<ul style="list-style-type: none"> <li>• Be responsible and accountable for the delivery of long-term strategic investment decisions and financial planning.</li> <li>• Actively identify and develop sustainable funding strategies from diverse, long term resourcing streams to improve TfGM’s financial position, including partnership arrangements and commercial income generation as appropriate.</li> <li>• Manage relationships with key funding agencies and government departments to maximise income-generating opportunities, including the evaluation and analysis of all bids to Government and other bodies.</li> <li>• Provide financial advice to the organisation and the maintenance of a sound financial management framework, ensuring effective and</li> </ul>

		appropriate incorporation of changes at a local and national level.
<b>2.</b>	Effective leadership to the Financial and Corporate Services Function and across TfGM	<ul style="list-style-type: none"> <li>• Support the Finance and Corporate Services Director in providing strategic leadership and direction to the Directorate - that includes the key corporate areas of finance, legal, procurement, audit and assurance, commercial and IS - embedding a performance culture that ensures effective and efficient management, motivation and development and deployment of resources.</li> <li>• Ensure that continuous improvement, value for money and best value are delivered, by challenging existing practices and looking at opportunities to innovate, modernise service delivery and achieve corporate objectives.</li> <li>• Create a positive and productive climate through impactful leadership as part of the Extended Leadership Team by engaging and enabling employees, consultants and advisors to be the best they can be by demonstrating the cultural and behavioural norms, inspiring confidence and commitment to the goals of TfGM.</li> <li>• Deputise for the Director of Finance and Corporate Services and act in a Deputy Section 151 capacity.</li> </ul>
<b>3.</b>	Effective and collaborative relationships across a wide spectrum of stakeholders and partners	<ul style="list-style-type: none"> <li>• To represent the organisation in external environments and manage and support good relationships with government departments, elected members and wider external stakeholders to drive effective partnership working.</li> </ul>
<b>4.</b>	Living TfGM's values	<ul style="list-style-type: none"> <li>• Live the values of the organisation and set an example for the rest of the organisation in how these should be applied when working both internally and externally.</li> </ul>

<b>Compulsory Outputs (COs)</b> these set out what must be achieved for the post holder to be successful in the role		<b>Key Actions</b> These set out how the COs will be achieved – the activities required.
<b>C1</b>	Compliance with organisational policies and relevant legislation	<ul style="list-style-type: none"> <li>• Data Protection legislation</li> <li>• TfGM Safety Management System</li> <li>• Bus Operator contractual management</li> <li>• Dignity at Work Policy</li> <li>• Information assurance and security in line with Cabinet Office requirements</li> <li>• Risk Management</li> <li>• Equality and Diversity legislation</li> <li>• TfGM Vision and Values</li> <li>• TfGM’s Behaviours and Competencies</li> </ul>
<b>C2</b>	Any other reasonable duties as required from time to time	

<b>Key Interdependencies</b>	
<b>Key Contacts</b>	TfGM Directors and Heads of Department GMCA and GM districts
<b>Direct reports</b>	TBC
<b>Budgetary responsibility</b>	TBC
<b>Location</b>	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG

<b>Office Use Only</b>	<b>Updated</b>	<b>Updated</b>	<b>Updated</b>	<b>Updated</b>	<b>Updated</b>
<b>Created By</b>					
SW December 2021					
<b>HR Verification</b>					

# Person Specification

	<b>Role Title – Deputy Director Finance and Corporate Services Experience, Knowledge and Skills required at selection stage</b>
<b>EQ</b>	<b>Essential Qualifications – Technical, Vocational or educational:</b>
EQ1	Educated to degree level or equivalent.
EQ2	Qualified member of a specified accountancy body (CCAB or CIMA) sufficient to act as the Section 151 Officer.
EQ3	Evidence of a commitment to continuing personal and professional development.
<b>E</b>	<b>Essential Experience, Knowledge and Skills:</b>
<b>Experience</b>	
E1	Extensive experience of working at a senior leadership level within a complex organisation, supporting corporate objectives and colleagues, leading and motivating diverse professional teams to create a positive and productive climate.
E2	Extensive successful experience of managing and overseeing diverse, long term resourcing streams, significant capital programmes and major revenue budgets either in or working closely to the public sector.
E3	Significant successful experience of strategic financial planning, developing relevant large complex budgets including diverse revenue streams, and ensuring compliance with statutory requirements.
E4	Successful experience of optimising external, alternative, or innovative funding opportunities, effectively applying key commercial and business judgement in evaluating risk and benefits, developing business cases and supporting strategic objectives.
E5	Successful experience of using commercial awareness, insights and judgement to shape, influence and oversee strategic finances and inform long term investment decisions.
E6	Proven experience in establishing an effective, high-performing culture of continuous improvement and value for money, that drives up standards, achieves service and corporate performance objectives whilst modernising services, infrastructure and delivery.
E7	Successful experience of working in a multi-agency environment having developed high quality collaborative internal and external relationships, including at a senior level, across diverse stakeholders to deliver organisational objectives.
E8	Political sensitivity and experience of working at a senior level, with the capacity, judgement and insights needed to work with and influence senior elected members.
<b>Knowledge and Skills</b>	
E9	Excellent organisational and leadership skills matched by outstanding communication and interpersonal abilities in order to successfully manage relationships with stakeholders (including political engagement).
E10	Ability to influence and negotiate on behalf of the organisation, using financial expertise to give a professional perspective.

E11	Excellent communicator both with individuals and in groups, who inspires, motivates, enthuses, persuades, builds confidence and trust; demonstrates exceptional influencing skills and emotional maturity.
<b>DQ</b>	<b>Desirable Qualifications – Technical, Vocational or educational:</b>
DQ1	
DQ2	
<b>EA</b>	<b>Essential Attributes:</b>
EA1	Works collaboratively and successfully with stakeholders, partners and teams to support delivery of agreed strategic priorities.
EA2	Adaptable and able to effect change in a timely manner.
EA3	Empowering through providing opportunities for others to develop and grow.
EA4	Inclusive leader, actively seeking out and considering different views and perspective to inform better decision making.
EA5	Customer focused, anticipating, responding to and seeking to exceed the expectations of stakeholders, customers and partners.