

Job Description

Director – Finance (Section 151 Officer)

Role Profile	Leadership Grade tbc ()
Service/Team	Corporate Services Leadership Team
Reports to	Director – Corporate Services
Number of posts	1

My job improves the quality of life for the people of Bournemouth, Christchurch & Poole Council by...

Providing strategic and organisational leadership to ensure that the council provides highly effective financial services, which is aligned and supports the council's objectives, values and behaviours.

Strategic Vision

Lead with initiative and decisiveness by translating strategy into successful service delivery, which meet the council's objectives, purpose and needs within the relevant statutory requirements and responsibilities; including the accountabilities of the Section 151 Officer.

Establish short and medium term financial plans to deliver the council's strategic objectives, including a robust annual budget process that ensures financial balance; and a monitoring process that enables this to be delivered.

Strategically lead the promotion and delivery by the whole council of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

Support and continuously improve the service, focusing on providing high quality, easily accessible information and advice to customers and communities.

Specific Accountabilities

Act as the Section 151 Officer in compliance with section 114 of the Local Government Act 1988.

Support the council, the Chief Executive, and the Directors in the administration and direction of the council by acting as a co-opted member of its Senior Leadership Team.

Lead, direct and develop the following functions to make a full contribution to and meet the needs of the council: Accountancy; Audit & Management Assurance; Procurement; Estates; and oversight of Revenues & Benefits

Set the objectives for the service linked to the organisational plan and council vision and monitor performance.

Implement financial management plans to underpin sustainable long-term financial health and review performance against them.

Advise the council, its members, the Chief Executive and Senior Leadership Team on the financial governance of the council.

Appraise and advise on commercial opportunities and financial targets.

Ensure that appropriate professional advice is given on all financial matters in a way that is customer focused and easy to interpret. This includes the key aspects of Corporate Finance such as Treasury, debt and Investments.

Ensure that systems and processes for financial administration, financial control and protection of the organisation's resources and assets are designed in conformity with appropriate ethical standards and monitor their continuing effectiveness in practice.

Provide advice and guidance to the council in respect of the companies in which it maintains a shareholding.

Promote and advise on business cases particularly linked to the council's large and strategically important projects.

Address the organisation's arrangements for financial and internal control and for managing risk in Annual Governance Reports.

Publish annual accounts on a timely basis to communicate the council's activities and achievements, its financial position and performance.

Maintain and resource an effective internal audit function. Ensure that the authority has put in place effective arrangements for internal audit of the control environment and systems of internal control as required by professional standards and in line with CIPFA's Codes of Practice.

Be responsible for strategic property asset management, including preparation of the property related Asset Management Plans, in order to deliver Corporate and Service objectives.

Manage creatively and cost effectively the Council's land and property portfolios, acting as corporate landlord.

Establish and maintain good working relationships with cabinet and other elected members.

Ensure the council's interests and perspectives are recognised by influencing national and regional agendas and policies. This includes representing the council in discussions with Government Officials and Ministers on relevant financial issues or negotiations.

Represent the Council within the community and foster productive relationships with all partners and partnerships. This will include Police, Fire, Parishes, Local Enterprise Partnership, and Clinical Commissioning Group.

Develop, implement and review the unit's service plan to continually improve and modernise financial services and manage the performance of the service in line with council policies

Manage the Finance services budget in an efficient way; comply with the council's standing orders and guidance and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and GDPR Regulations

Be responsible for the recruitment, management, development, wellbeing, of staff in the service to enable high standards of performance and customer service and ensure that appropriate workforce planning and performance management is in place to enable effective service delivery

To set the culture within Finance services and ensure that the organisations behaviours are embedded

Qualifications and Experience

- CCAB qualified and a current member of a CCAB body.
- Significant post qualification experience as a qualified accountant with evidence of continual professional development.
- Experience of leading and delivering large and complex organisational and cultural change projects and initiatives, to time and budget, with clear consideration of the financial implications.
- Up to date knowledge of statutory and legislative framework for the areas of responsibility.
- Experience of linking financial strategy to the overall strategy of the organisation.
- Substantial experience in both strategic and operational management across a range of services and functions within a large and complex organisation.
- Leadership of high profile innovative projects which have a wide-ranging impact and reputational risk for the council.
- Substantial understanding of the local and national environment context.
- Ability to take ownership of relevant financial and business risk; and a willingness to take and stick to difficult decisions, even under pressure.
- Role model persuasive and concise communication with a wide range of audiences internally and externally.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.