

## **Job Description and Person Specification Profile**

<b>Job Title</b>	Strategic Director of Finance (Section 151 Officer)
<b>Job ID</b>	N/A
<b>Service</b>	Finance
<b>Grade</b>	Director Level 2
<b>Reporting to</b>	Chief Executive

### **The Role**

Reporting directly to the Chief Executive, and operating as a key member of the Senior Leadership Team, the Strategic Director of Finance will provide strategic leadership, direction and impact across Tameside and beyond to ensure the Council's vision, priorities and values are actively promoted and delivered.

The post holder will fulfil the statutory financial leadership role of Chief Finance Officer (CFO) for Tameside Council being the Local Authority Officer under section 151 of the Local Government Act 1972.

### **Main Duties and Responsibilities include:**

- Undertake the statutory duties of the Council's Director of Finance under section 151 of the Local Government Act 1972 and to make arrangements for the proper administration of the Council's financial affairs, monitoring their effectiveness in practice.
- Provide effective strategic leadership to financial management functions to improve the service delivery including maximisation financial resources
- Communicate a clear vision and purpose to inspire others.
- Role model visible leadership through engaging and empowering all colleagues.
- Plan for the future capability and capacity needs of the organisation and workforce.
- Empower others to make decisions and ensure decisions are taking place at the appropriate level of the organisation.
- Drive a high performing culture, utilising challenge and feedback techniques to drive accountability with colleagues and Elected Members.
- Lead and drive change in a political and challenging public finances context.
- Champion innovation by being open minded to new and transformative ways to deliver our services and taking appropriate risks.
- Create robust project management approaches maximising people and financial resources to deliver positive outcomes.
- Where ambiguity exists; provide purpose and clarity of leadership, responding at pace to re-prioritise objectives in line with the organisation's changing needs.
- Cultivate a culture of continuous improvement by encouraging colleagues to share ideas, and provides leadership to recognise and reward innovation.
- Work collaboratively across the Council to achieve the best outcomes for the residents of Tameside.
- Actively work to break down silos by working across boundaries to deliver benefits to the residents of Tameside.
- Role model collaborative working in all that you do, working in partnership with Elected Members, and the local community to achieve the best outcomes for the residents of Tameside.
- Use foresight to interpret and communicate the needs of Elected Members and Strategic Partners and to create opportunities for collaboration.
- Align the organisation's context and interests when negotiating and aligning resources to deliver services.

- Understand and promote equality, diversity and inclusion at every level and positively challenge inclusion measures within the workforce and in the delivery of services.
- Bring to life fully inclusive services, demonstrating awareness of the diverse needs of our residents.
- Show commitment to attract, recruit and retain an inclusive workforce that represents Tameside.
- Create the conditions to release the full potential of all colleagues ensuring fairness, diversity and inclusion in leadership practices.
- Lead and champion a culture of inclusivity within the organisation where voices are respected, valued and heard.
- Deliver high performance by establishing clear expectations and standards in line with the Council's performance management requirements; monitoring and increasing productivity and reporting on achievement, ensuring resident focused services are delivered effectively and efficiently to the highest standards; including financial, risk, people and change management.
- Ensure performance management information is available and used to inform the Council's budgetary review process.
- Ensure through strong leadership that projects and initiatives are delivered on time to a high standard, driving efficiencies to achieve more with less, maximising budget availability and achieving high levels of performance from individuals and teams, as appropriate in line with statutory and regulatory requirements.
- Working with fellow colleagues across the organisation to identify new opportunities to maximise efficiencies, continuously drive improvements and increase performance to deliver corporate priorities ensuring services that are delivered or commissioned meet the highest possible standard and that all individuals take ownership and drive change.
- Develop a resident focused culture delivering excellent services, motivating and encouraging all others to get the basics right and strive for improvement.
- Act as a principal advisor to the Council on strategy, policy options and the forward planning of objectives, services and resources to deliver the Council's ambitions for the borough and the development of the Finance Directorate.
- Lead the delivery of innovative services, aligned to clear objectives that are supported by key decision - making and governance arrangements to deliver the priorities within the Council Plan.
- Work with Elected Members to understand and interpret their vision, policy and direction for the Council. Ensuring a strong working relationship is developed with Elected Members and displaying the skills to interpret their policy and direction into action whilst giving strong, honest and professional advice.
- Explore new partnership and commissioning opportunities and inclusive innovative delivery models within the Finance Directorate and across the Council to deliver high quality services to Tameside residents.
- Leading the Council's Medium-Term Financial Strategy and driving the Council's Recovery & Improvement plan from a Finance and Resources perspective.
- To have strategic oversight of the development of the Council. Including the effective and appropriate governance covering planning and performance, ensuring financial challenges and risks are clearly articulated and understood.
- All senior leaders are expected to:
  - Undertake any other duties allocated by the Chief Executive
  - Work outside of normal office hours where required
  - Participate on an on-call Emergency Response rota

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

## About You

### Your essential qualifications

- Relevant professional accountancy qualification (CIMA/CCAB) sufficient to act as the s.151 officer and full membership of an appropriate accounting body
- Evidence of continued professional, managerial and personal development.

### Your essential skills, knowledge and experience

- A successful track record of consistent achievement as a leader and senior manager in relevant services in or closely with local government, including implementing strategies leading to successful business outcomes.
- Significant successful experience of strategic financial planning, developing and overseeing relevant large complex budgets, including shared resources and diverse revenues, and ensuring compliance with statutory requirements.
- 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.
- Evidence of success in establishing a performance culture, and delivering performance improvements and the management and motivation of diverse staff groups.
- 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.
- Evidence of achieving improvements in equality within a large and complex organisation.
- A track record of working effectively within a political environment, exercising sound judgement, providing clear and balanced advice and guidance at a Board/senior level (or the demonstrable capacity to develop this) on strategic issues to achieve corporate and service objectives.
- Outstanding interpersonal skills and the ability to establish positive working relationships with government officials, professional and other organisations, elected members, partners, community members and employees to generate confidence, trust and respect.
- Evidence of understanding the legal, financial and political workings of local government and the challenges faced by the Borough.
- A proven ability to successfully manage complex budgets in tight financial situations.
- Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing management teams and staff and fostering a positive organisational culture.
- Ability to operate effectively within the democratic process, with political acumen and skills to develop productive working relationships with elected members that command respect, trust and confidence.
- A knowledge and clear appreciation of service standards and governance in the public sector.
- Demonstrate initiative and drive aimed at organisational service and individual excellence. Support and participate in the sharing and management of knowledge.

- Ability to contribute effectively to the corporate management of the Council and instil a sense of ownership amongst others with regard to corporate strategies, standards and priorities.
- Experience in handling a range of Human Resource issues, including change management, capability, discipline etc.
- Highly developed networking, advocacy, oral, written and presentation skill
- A strong leader with energy, flair and credibility in the relevant professional disciplines.
- Ability to lead multi-disciplinary staff at all levels, including during periods of substantial change and to achieve a highly accountable, performance culture.
- An enthusiastic and effective ambassador for Tameside with a strong commitment to improving delivery of service to meet the needs of its communities.
- A clear, conceptual, strategic and lateral thinker, able to be an effective decision maker in a complex and challenging environment.

**Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

#### **What can you expect from us?**

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside**



Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

