

Post Title: Strategic Director of Finance (Deputy S151)

**Grade: SD**

# Job Purpose – Vision & Strategy

As a member of the council’s senior leadership team, to contribute proactively to the collective leadership of the council, working collaboratively with Members, colleagues across the council, partners, and other stakeholders to deliver the council’s objectives and priorities.

Working under the leadership of the Corporate Director of Finance & Resources (Section 151) Officer to:

* represent the interests of the Section 151 Officer and the Finance Service across the Authority’s Corporate Directors and Directors, delivering the strategic financial vision and direction to significantly impact across the range of services provided by the authority to the residents of Nottingham
* Act as the nominated Deputy s151 officer incorporating the relevant statutory duties of the Local Government and Housing Act 1989, as required
* Act as the professional lead on all matters within their portfolio of responsibility including:
  + Ensuring the council has a robust financial management system with necessary controls and checks in place (Suitable chart of accounts, control environment is strong, robust processes and control, appropriate segregation of duties)
  + Maintaining accuracy and integrity of the Council’s Accounts, Budgets, Financial Plans and Financial Systems
  + Shaping the Financial Planning process incorporating collection fund projections and assessment of the adequacy of the Council’s level of reserves
  + Leading, developing, and implementing the Council’s Medium Term Financial Strategy to enable financial sustainability for the Council
  + Creating and driving the vision and strategic direction for the Finance service, leading performance improvement to ensure a continuously high performing and improving service.
* Lead and promote the Council’s vision, values, aims, objectives and priorities to partners, national and local stakeholders, employees, and Nottingham’s citizens.
* Lead robust decision making through the promotion of good governance and effective options appraisals that balance financial risk and organisational ambitions and promises Supporting delivery of the Council Plan and
* Exemplify the council’s values and behaviours to help build a sustainable highly effective organisation and develop our reputation as a successful council delivering great value for its residents.
* Provide outstanding leadership and direction to the service, driving service transformation, and ensuring excellent joint working with Members and other stakeholders

# Strategic Leadership Behaviour Expectations

As a strategic leader and senior officer, you will be expected to demonstrate our core

behaviours (*Please refer to the leadership expectations booklet)*:-

* **Leading People:** by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
* **Equality Diversity & Inclusion:** To create and embed an organisation culture of respect and inclusivity in the services we provide and in the workforce that we engage. Ensure EDI implications are considered in decision making associated with changes to service/policies/practices.
* **Change & Innovation:** by leading and driving a culture of change and continuous improvement, exploring new and innovative ways to design and deliver services.
* **Collaboration:** by working across boundaries, building relationships, effective partnerships and creating joined up services to deliver the best outcomes for the people of our city.

# Specific Duties

1. To provide visible and strategic leadership, direction, robust management, and decision making to the Finance Division, including the following service areas;

* **Strategic Finance**
* **Operational Finance**
* **Commercial Finance, including the impact to NCC of Council owned Companies**
* **Training & Development**

1. To set long term strategy that contributes to the Council’s vision, policy and direction, and the role that Finance can play. Ensure that strong working relationships are developed by giving robust professional advice, speaking truth to power, and communicating policy and direction.
2. To act as NCC’s professional and / or statutory finance lead on all appropriate service issues to deliver a high quality service, excellent levels of performance and innovation in service delivery
3. Demonstrating visible leadership in promoting and embedding Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
4. To provide inspirational leadership, driving customer focused service delivery, embedding a culture of change, continuous improvement and excellent people engagement and management
5. Apply the principles of good governance in the leadership, planning and management of the division. Make effective decisions and work professionally with elected members within the Local Government framework and democratic process of the Council.
6. To lead the development and production of the Council’s Medium-Term Financial Plan and Medium-Term Financial Strategy, Statement of Accounts and Efficiency Plan, ensuring clear alignment with the Council Plan and the Council’s priorities.
7. To drive creative and innovative solutions to the management the Council’s financial risks whilst ensuring that transformational activities are appropriately challenged and analysed with a strategic and outcome-focussed mindset.
8. To transform and modernise the Council’s current approach to financial management including the development of longer-term sustainable financial plans and strategic planning to provide the greatest value and return.
9. To work with senior colleagues to produce a coherent capital strategy and strategic asset management plan that delivers the Councils objectives, ensuring that support and advice is available to all parties involved in major programmes, capital projects and developments of policy.
10. To ensure the Council’s companies and key partners are supported with an appropriate or relevant level of scrutiny and challenge for their financial stewardship and effective use of resources with a view to ensuring the citizens of Nottingham are receiving the best value for money from our companies and key partners.
11. To provide strategic advice and critical challenge to Councillors and Corporate Leadership Team, identifying opportunities and practical options for improvement, enabling the delivery of a stronger, more efficient, effective and streamlined Council that will deliver high performing services to the residents, businesses and customers of Nottingham and ensure the Council makes sound financial decisions that safeguard public money and maintains financial stability
12. To ensure effective financial planning and leadership, budget management and control across all services across the division to support the development and delivery of the Council’s medium-term financial plan and ensure effective arrangements for procurement and commissioning.
13. To ensure effective management of risk, business continuity, health and safety and emergency planning preparedness across the division.
14. To drive performance and a best value focused ethos which concentrates on the delivery and continuous improvement of effective services to residents and customers.
15. To be responsible for the delivery an effective division, including horizon scanning and forward planning, which meets the needs of our citizens, achieved through effective customer and community engagement.
16. Contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities within your leadership role and championing this work through Finance Division.

**This is a politically restricted post under the provision of Section 2(1) (c) of the Local Government Housing Act 1989**

All senior leaders are expected to:

* Undertake any other duties allocated by the Chief Executive or Corporate Director of Finance & Resources
* Work outside of normal office hours where required
* Participate on an on-call Emergency Response rota if required
* Travel within and outside the city’s boundaries when required.

## Person Specification: Director of Finance

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| AREA OF RESPONSIBILITY | **REQUIREMENT** | | **MEASUREMENT** | | | |
| **A** | | **AC** | **D** |
| **Vision, Strategy and Delivery** | Experience as a senior leader in a large and complex organisation with comparable scope, responsibilities, budget and resources. | |  | |  |  |
| Evidence of a successful track-record of creating compelling visions and successfully translating clear goals and objectives to deliver outcomes that make a positive difference. | |  | |  |  |
| Evidence of financial and commercial awareness with strong analytical skills and a creative approach to problem solving. | |  | |  |  |
| **Leading**  **People** | Evidence of successfully leading and motivating people and cultivating a culture that creates high performing people and services. | |  | |  |  |
| Evidence of planning for the future delivery of services, including the effective workforce planning for capacity and capability challenges. | |  | |  |  |
| **Equality, Diversity and Inclusion** | Demonstrating a strategic understanding of equality, diversity and inclusion at every level and demonstrative experience in tried and tested methods to develop inclusive services within strategic partnerships. | |  | |  |  |
| Evidence of leading people and services to recognise, respect and value individual needs to achieve a culture of inclusivity. | |  | |  |  |
| **Change and Innovation** | Evidence of leading major change programmes in a large diverse organisation, effectively engaging stakeholders | |  | |  |  |
| Evidence of success for creating innovative service delivery models that continue to provide efficient and effective services | |  | |  |  |
| Evidence of implementing rigorous project management approaches to ensure the best use or resources. | |  | |  |  |
| **Collaboration** | Evidence of achieving successful partnership working variety of communities, partner organisations, private sector providers, Government, public agencies and statutory authorities. | |  | |  |  |
| Evidence of operating effectively and openly within the democratic process with the political acumen and skills to develop productive working relationships with Councillors that commands respect, trust and confidence. | |  | |  |  |
| **Role related requirements** | Significant experience managing financial services at a senior level in a large public sector organisation, and a track record of successful achievement. | |  | |  |  |
| Challenge at the most senior level the use of resources (people and finances) with a ‘best value’ approach. | |  | |  |  |
|  | Able to understand and interpret complex information, including financial information. | |  | |  |  |
| **Qualifications and CPD** | CCAB qualified (preferably CIPFA or CIMA) | |  | |  |  |
| **A - Application** | **AC – Assessment Centre** | **D – Documentary Evidence** | |