

# Chief Financial Services Officer (Deputy s151)

Folkestone  
& Hythe



District Council

Færfield



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# Welcome to Folkestone & Hythe District Council

Dear Candidate,

Thank you for your interest in Folkestone and Hythe District Council and in joining a team that recognises that our people are our most powerful assets. Our 'one team' culture delivers great services for our residents, most recently acknowledged nationally by the IRRV as the 2024 Benefits & Welfare Reform Team of the Year, and for Excellence in Social Inclusion, and this senior-level role offers an opportunity to shape how we continue delivering excellent public services.

We are recruiting this senior finance role to be part of the Senior Management Team (SMT). This key individual will help deliver robust financial governance and work with departments in delivering our ambitious plans, including our council-owned Garden Town at Otterpool Park. If you can consider financial matters from both strategic and operational perspectives, then we'd like to hear from you.

We are a strong team and have some exciting work ahead with ambitious projects such as the relocation of the council to Folkestone Town Centre, a new coastal beach hut destination project and, as a housing stock-holding authority providing 3,500 homes, we are also delivering a new-build HRA programme. We need you to have a positive, proactive attitude with excellent communications skills in order to work and be able to deliver success in partnership with colleagues & elected members.

I hope that the unique range and scale of this opportunity will encourage you to make an application to lead our finance team, to further your career in a beautiful district, and to gain unique experience being part of delivering Otterpool Park.

If you have the vision, energy, creativity and enthusiasm required, combined with technical financial excellence and a passion for the public sector then please make an application to join us.

For more information on this opportunity, please contact our recruitment partners at Faerfield in the first instance.

Kind regards,

**Alan Mitchell**  
**Director of Finance**





## Chief Officer – Financial Services (Deputy s151)

Up to £89k (plus additional £4.2k car allowance)

Folkestone was recently crowned by the Sunday Times as the best place to live in the South East. This reflects the Council's continuing drive to deliver culture-led regeneration and its commitment to creating a quality place where communities feel safe and are proud to both live and work.

This is a fantastic opportunity to join our senior management team and be responsible for a number of teams including Finance. You will play a pivotal role in the delivery of the Council's Corporate Plan, Budget strategy and Financial Statements. Through direction & guidance you will lead your teams to deliver high quality services with a commitment to enhancing skills and knowledge. Reporting into the Director of Finance this is a fantastic opportunity to take the next step up and hone your strategic skills or if you are an experienced financial leader looking for fresh challenges.

For an informal discussion about the role, please contact **Rob Naylor** or **Ben Cox** on **0121 592 2165**. For further information, and to apply, please visit [www.færfield.co.uk/folkestoneandhythe](http://www.færfield.co.uk/folkestoneandhythe)

**Færfield**





## About Folkestone & Hythe

Folkestone and Hythe is an extraordinary place to live, work and visit.

Twenty-six miles of stunning coastline extend from the creative buzz of Folkestone and the elegance of Hythe to the big sky country of Romney Marsh and the UK's only desert at Dungeness. Unique landscapes, art, heritage, culture and foodie experiences combine to create an extraordinary place which also happens to be one of the sunniest places in the UK.

The district regularly enjoys national coverage – particularly Folkestone with the recently restored Harbour Arm becoming a popular destination for events, music, eating and discovering the history of the area. Internationally renowned is the Folkestone Triennial, an arts festival held every three years, where site-specific artworks are commissioned around the town. Select pieces are retained after each event creating a cultural legacy that draws in thousands to an ever-growing collection of public art - from pieces by Anthony Gormley to Yoko Ono.

Folkestone & Hythe is also well connected with the M20 running through the district and providing easy access to local towns and villages, the national motorway network, Eurotunnel and the Port of Dover. The district also has excellent connectivity to central London too via high speed rail services, with trains between Folkestone Central and London St Pancras taking as little as 54 minutes.

To find out more about Folkestone & Hythe please visit [www.folkestoneandhythe.co.uk](http://www.folkestoneandhythe.co.uk)



## About Folkestone & Hythe District Council

Folkestone & Hythe District Council serves more than 53,000 households and 5,000 businesses in one of the most diverse, vibrant and well-connected parts of Kent's south coast.

Under an hour away from London via High Speed rail, Folkestone is the civic heart of the district and the base for the council headquarters. The residents of Folkestone & Hythe are represented by 30 councillors covering the districts' 13 wards. The current political composition of the council is:

Green Party – 11;

Labour Party – 9

(comprising 7 Labour and 2 Labour & Co-Operative);

Conservatives – 5;

Liberal Democrats and Independent Group – 4

(comprising 2 Liberal Democrats and 2 Independents); and

Reform Party – 1.

The council's corporate plan outlines our bold ambitions and our focus on fostering a vibrant economy and a thriving environment whilst demonstrating positive community leadership and ensuring our residents, tenants and leaseholders benefit from quality homes and infrastructure.

Exciting changes are happening in the district, including rapid expansion in the number of homes and jobs – our new Garden Town at Otterpool Park will deliver up to 10,000 new homes and land for business use over the next 30 years.

Several other high profile proactive development projects are also being led by the council including the regeneration of key council-owned town centre sites and the delivery of HRA new-build homes.

Our council is transforming and modernising with digital first principles and an inclusive attitude to agile and remote working. This coupled with our regeneration ambitions, long-term vision and sound financial management means we are in a strong position to positively shape our future for the benefit of all residents.

To find out more about our council please visit [folkestone-hythe.gov.uk](https://www.folkestone-hythe.gov.uk)

## Role Profile

|                                     |                                    |
|-------------------------------------|------------------------------------|
| <b>Job Title:</b>                   | Chief Financial Services Officer   |
| <b>Behavioural Framework Level:</b> | 4                                  |
| <b>Grade:</b>                       | K                                  |
| <b>Reports To:</b>                  | Director of Finance (s151 Officer) |
| <b>Politically Restricted Post:</b> | Yes                                |
| <b>DBS Requirement:</b>             | Basic                              |

### Responsibilities

- To ensure compliance with the statutory, regulatory and professional obligations of the authority with regard to maintaining effective financial administration and stewardship for the Council and related organisations.
- To lead the budget preparation, budget monitoring and preparation of the Council's annual financial statements activities and ensure they are completed to the specified standards and deadlines.
- To lead the teams professional advice to Members and to service management on the financial implications of current and proposed service delivery activities.
- To support the Director of Corporate Services in ensuring that matters related to Otterpool Park LLP are financially appraised, being the lead client contact for engaged consultants and ensuring that the council has robust financial governance arrangements in place to safeguard public funds.
- To manage the arrangements for funding agreements with Otterpool Park LLP to enable the council to discharge its duties as lender.
- To oversee the monitoring of financial arrangements within Otterpool Park LLP to enable the council to discharge their duties as a corporate body, ensuring the Director of Corporate Services is aware of any material concerns.
- To support the Director of Corporate Services with managing the relationship with Internal and External Audit
- To ensure the team are adequately skilled and experienced to provide professional support (for example, financial modelling, options appraisal and business planning) for new initiatives and opportunities to enable informed decision-making. To oversee this advice and provide technical expertise where required for more complex initiatives and opportunities.
- To remain aware of current best practice and legislation/regulation with regards to financial matters affecting the authority and implement change or required action to address them.
- To lead the preparation of the Medium Term Financial Strategy.

- To ensure that financial reporting is accurate, relevant and timely to support effective decision-making and meet statutory responsibilities.
- To collaborate with other Chief Officers to ensure the service area is supporting teams to deliver the objectives of the Corporate Plan.
- To oversee and lead the preparation of the annual budget including the Medium Term Capital Programme, Collection Fund projections, Budget Strategy, Reserves and Council Tax setting, ensuring all financial implications have been considered and CLT/members made aware of implications or risks in the decisions proposed.
- To ensure that the teams within the posts remit, comply with the requirements of corporate functions such as service planning, including monitoring delivery against targets/deadlines and taking action to address shortfalls in performance.
- Lead, develop and motivate finance staff, by providing direction, identifying emerging issues and determining priorities.
- To lead the management of the succession plan for the finance team.
- To lead finance input into the Annual Governance Statement.
- To undertake any required procurement activity within the service area in a timely manner and within the requirements of the Financial Procedure Rules, Contract Standing Orders and the Constitutional requirements.
- To have oversight over the management of the Public Inspection to the Accounts period of inspection and responsibility for ensuring compliance with the regulations.
- To ensure the council has adequate insurance cover in place and that claims are managed appropriately.
- To ensure that the council has adequate arrangements in place for the recovery of corporate, housing, council tax, and business rates debts.
- To ensure the council is compliant with statutory and regulatory requirements in relation to NNDR.
- To ensure that the specialist teams with their remit work constructively with the Case Management team to deliver high service standards to residents and businesses within the district.
- To oversee the councils annual council tax and NNDR billing.

### **Autonomy**

- This is a senior management role within the Council and the post holder will be expected to have a very high level of autonomy to manage their workload and priorities with minimal managerial direction
- The post holder will have the independence to lead and shape the specialist area,



consulting as appropriate with CLT and Cabinet for discussion, development and approval.

- The post holder will be working across a range of projects and will be expected to demonstrate the relevant initiative to oversee their development and execution.
- The post holder must have the expertise and confidence to not only make decisions relating to financial matters affecting the authority, but be prepared to justify their advice/recommendations/decisions under scrutiny and challenge. The post holder must also be prepared to present sometimes under contentious circumstances to committee meetings attended by the public and press with confidence and authority.
- The postholder will be expected to take decisions within the approved scheme of delegation such as journal transfers, budget virements, write offs, BACS and cheques release, Bankline urgent payment releases, late payments, release of reserves, VAT returns, Pooling of Capital Receipts return, NNDR relief awards, loan and investment decisions for treasury management.

### **Role-Specific Qualifications, Experience and Knowledge**

- CCAB (Accountancy) qualification
- Minimum of 5 years' experience of leading teams to deliver successful outcomes in a relevant field.
- Minimum of 5 years' experience in a Local Government or Public Sector finance team.
- Demonstrable track record of delivering successful budget processes resulting in a balanced budget being set and sound collection fund estimates and accurate council tax setting and billing.
- Demonstrable track record of delivering successful year end processes including the preparation of financial statements, and external audit.
- Understanding of feasibility, project scoping, business planning and delivery.
- Knowledge of 'current thinking' and best practice approaches to inform strategic decision making.
- Experience in successfully working in a large complex political environment and reporting to / work with elected Members
- A demonstrable record of establishing and maintaining a strong and effective performance culture.
- Experience of successfully managing relationships with internal and external audit teams.

- Evidence of success in building, enhancing and maintaining the reputation of a specialist area.
- Knowledge of NNDR requirement and legislation (desirable).
- Demonstrable experience of leading and delivering successful change programmes (desirable)
- An in-depth knowledge and understanding of Local Government Finance.
- Detailed knowledge of mechanisms for effective budget monitoring.
- A technical accounting understanding of Group Accounts.
- Experience of managing financial arrangements with a subsidiary company arrangement (desirable)

### **Corporate Expectations**

- Adhere to the council's safeguarding policies and procedures and undertake relevant training to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by taking into account their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

### **Specific Responsibilities**

- Overall responsibility for the Finance team
- Responsibility for overseeing budgets and the deployment of resources relating to all aspects of the team and its schedule of work.
- Responsibility for the management of the financial arrangements of the authority.

### Role Purpose and Commercial Focus

- To be the Council's lead professional expert providing advice to the Cabinet and the Corporate Leadership Team with a focus on supporting the delivery of key corporate projects and priorities.
- Work collaboratively with the Corporate Leadership Team of the Council and stakeholders to develop and deliver the objectives of the Corporate Plan.
- Drive, lead and manage change within the relevant specialist area at pace ensuring involvement and engagement with key stakeholders.
- Work with the political leadership to advise, support, challenge and deliver their vision. In particular, to work closely with the Chairman and Vice Chairman of any Committee's where the post holder is the lead officer providing advice and guidance.

### Knowledge and Skills

- The post holder will be self-sufficient in the role, with detailed expertise underpinned by significant theoretical and authoritative knowledge in organisational and business concepts with the ability to apply knowledge to develop innovative solutions to highly complex problems.
- Formal training / qualifications (typically degree / masters / chartered professional qualifications) may be applicable or expertise may have been obtained through extensive relevant experience.
- Significant management skills including resource planning and project management
- Significant experience of setting and monitoring budgets across the relevant service area and accounting for very large expenditures to ensure delivery within available financial resources
- The post holder will be expected to have advanced theoretical and practical knowledge across a relevant service area plus detailed organisational knowledge and awareness of the political environment
- Knowledge of advancements in the relevant specialist areas including different delivery models and the use of digital technology
- The post holder will require excellent business analytical skills and an ability to retain complex information in order to translate strategy into delivery plans and programmes.



## **Organising and Forward Focus**

- Responsible for establishing policy, performance monitoring and reporting frameworks over the medium and long term, and delivering on-going improvement.
- Lead change programmes within the specialist area responding to complex and changing situations by using creative problem solving and bringing new thinking, delivery mechanisms and solutions to the council.
- To keep up to date with and implement any changes in so far as they apply to the role, be they new or amended legal requirements, internal or external policies or any council or delegated decisions
- Frequent reporting will be required, including reviewing reports from officers within the specialist area, which will vary but include analysing business cases, realisation of benefits data, strengths & weaknesses of proposals and ideas or requirements for improvement

## **Communicating and Influencing**

- Experience of building well developed relationships with elected members.
- Experience of building sound and productive multi-agency, cross-council partnerships, engaging others in a credible, persuasive way in order to influence the desired outcome.
- Ability to resolve a wide range of issues relating to the specialist area which may be complex and contentious whilst tailoring the response to the appropriate audience (eg members of the public or member of parliament) accurately with tact and diplomacy
- Develop and present reports/presentations to the Head of Paid Service and the wider CLT/SMT to create buy-in and support in setting the council's future direction.
- Develop detailed reports, documents and presentations for a range of audiences ensuring accuracy of information and data
- Represent the Council at county and national meetings, conferences and events.

## Scope of Role

- The role has a very major responsibility for the relevant specialist area in the development of strategies and policies which may have impact upon the wider council
- The post holder has considerable discretion over their specialist area with accountability for decisions made
- The post holder has responsibility for the management of a number of employees within the relevant specialist area including reviewing the working practices and allocation of responsibilities

## Demands of Role

- This is a highly demanding and high profile role subject to high levels of scrutiny of recommendations and decisions both internally and externally.
- Adept and resilient at managing resistance to change.
- The post holder will be subject to unavoidable interruptions which may create conflicting demands on work plans and agreed deadlines.
- The post holder is expected to produce strategies and long term plans for their specialist area which will have numerous wide ranging and very complex aspects to be taken into consideration.



## How to Apply

### Contact

For a private and confidential discussion, please contact:

#### Rob Naylor

Email: [rnaylor@faerfield.co.uk](mailto:rnaylor@faerfield.co.uk)

Tel: 0121 592 2165

#### Ben Cox

Email: [bcox@faerfield.co.uk](mailto:bcox@faerfield.co.uk)

Tel: 0121 592 2165

### Indicative Timetable:

Closing date for applications: Midnight Sunday 1 June 2025

Preliminary Interviews (via Teams): Wednesday 18 June 2025

Final Interviews (in-person at the Civic Centre): Thursday 3 July 2025

*Please let us know if there are any interview dates within the indicative timetable on which you are likely to be unavailable.*

### Apply

To apply for this role please visit [www.faerfield.co.uk/folkestoneandhythe](http://www.faerfield.co.uk/folkestoneandhythe) and find the Apply button at the bottom of the page. When prompted, please submit your CV and a Supporting Statement of no more than 4 sides of A4 each.

Your supporting statement should express why you are interested in this role and what relevant experience you can bring to the Folkestone & Hythe.

