

SERVICE DIRECTOR

FINANCE



Grade and Tier	Chief Officer – Band 4	Reference:	COF001
Reports to:	Chief Executive	Job Type:	Strategic Leader
Role Purpose			
<ul style="list-style-type: none"> ▪ This role ensures that the relevant statutory financial duties, responsibilities and accountabilities for the Council and Executive are discharged. ▪ The role also provides strategic advice and guidance to the Chief Executive, elected Members and Senior Leadership Team on the financial management and policy of the Council ensuring that a clear focus on all financial matters, including tax, treasury management activities, appropriate strategies and vehicles are in place to deliver the best financial benefits. ▪ The role also shapes, develops and champions the Council's financial agenda, with reference to transformational, entrepreneurial and commercial activity as required by the Chief Executive and Executive. ▪ Communicate the vision of the Council and motivate and influence others to acquire this. <p>Member of federation consisting of Customer and Corporate Services, Finance and the Executive Office to encourage the best use of resources, avoid duplication and silo working, facilitating knowledge transfer between the senior team. Create centres of excellence and co design solutions which focus on national, regional and local objectives in a joined up way across services.</p> <p>Statutory and Key Responsibilities/Accountabilities</p> <ul style="list-style-type: none"> ▪ The Council's Section 151 Officer 			
Key Responsibilities			
<p>Corporate and organisational</p> <ul style="list-style-type: none"> ▪ To act as a key financial advisor to the Council so that financial policies are agreed and implemented. ▪ Lead the development of financial strategies to deliver the outcomes set by elected Members. Ensure that Members and SLT understand and act on these in order to meet their responsibilities for management of budgets including control frameworks, income generation, revenue collection and the delivery of services. ▪ Provide strong, visible leadership, challenge and direction through compelling communication of the financial vision and values of the organisation both internally and externally <p>Performance and Finance</p> <ul style="list-style-type: none"> ▪ Support the Chief Executive in the overall management of the Council's finances so that these resources are planned, deployed and managed effectively to deliver priorities. ▪ Support the Chief Executive in shaping, developing and championing the transformation of the Council's management, organisation and service delivery, reflecting political leadership and direction and embedding a positive, innovative culture, which responds effectively and efficiently to the financial, service delivery, economic and social challenges facing the council and its communities, responding continually to the changing external environment. 			

Customer and Communities

- Work with senior colleagues to ensure that the development of programmes of local engagement and communication within the city are financially coherent and achievable.
- To create an environment and culture that empowers and requires employees to work collaboratively and effectively across the organisation and with partners and seeks continuous improvement in service delivery that is innovative, customer focussed, financially viable and effective in delivering the Council's agreed outcomes.

Partnerships and external relationships

- Develop long term, mutually beneficial relationships with partners and, where appropriate, integration of service delivery, to successfully deliver expected outcomes and benefits for the City.
- Be proactive at regional and national level in promoting and advocating for financial resources for the City and its communities to deliver improvements and opportunities for residents and businesses

Governance

- Working with the senior management team ensure the statutory duties relating to the Council's financial governance are met in accordance with legislation, guidance and regulatory requirements.
- Ensure effective measures are in place to manage and mitigate risk to protect the financial probity of the Council and the city.

Role Accountabilities	Role Outcomes
Corporate and Organisational <ul style="list-style-type: none"> ▪ Development and delivery of Medium Term Financial Plan and performance across the council, including contract management, procurement and capital delivery. ▪ Responsible for all statutory financial reporting and grant claims. ▪ Leads a department with particular responsibility for provision of corporate financial services to all service areas and where appropriate others, ensuring efficient financial performance and delivery of outcomes. ▪ Supports the Chief Executive in determining the financial implications of Organisational Design of the Council and applies principles in own department. ▪ Leads and manages a service area ensuring efficient and effective delivery of functions and that organisational values and behaviours are promoted and followed. ▪ Responsible for performance of employees within own department. ▪ Embed climate change actions across the functions of the Finance department contributing to core reductions in support of the Council's pledge to become carbon neutral by 2030. 	<ul style="list-style-type: none"> ▪ Plymouth is recognised as a great place to live and work because of the development of the city and the services the Council delivers. ▪ Plymouth has high fiscal performance with financial resources deployed to best and most efficient advantage. ▪ The performance management framework is clearly communicated, implemented and monitored to ensure good performance is recognised. Performance is managed by outcomes and poor performance is addressed quickly. ▪ The organisation's workforce understand the Council's values, priorities and desired outcomes. There is demonstrable evidence of engagement and progress ▪ The Council has a long-term financial strategy and plan (MTFS) which is clear and supported by Members and Chief Officers. The revenue and capital budget is delivered within agreed tolerances. ▪ Financial risks are managed and steps taken to mitigate and ensuring decisions are taken to manage and mitigate them. Measures are in place in respect of Anti-Fraud and Audit matters.

<p>Performance and Finance</p> <ul style="list-style-type: none"> ▪ Advises the Chief Executive and Executive in the preparation and delivery of the Council's revenue and capital budget, treasury management and capital strategy so that it is aligned to the corporate plan and city priorities. ▪ Accountable for delivery of own service budget within agreed tolerances. ▪ Responsible for the maintenance of the Council's corporate assets. ▪ Responsible for the project management of major capital projects ▪ Ensuring the appropriate control environment exists: leading on all Audit matters including external audit and Devon Audit Partnership. <p>Customer and Communities</p> <ul style="list-style-type: none"> ▪ Ensures services are focused on continuously improvement within agreed levels of customer satisfaction to best meet the needs of customers and citizens. ▪ Lead the council's Procurement and Commercial Services. <p>Partnerships and External Relationships</p> <ul style="list-style-type: none"> ▪ Ensures services are focused on continuously improvement within agreed levels of customer satisfaction to best meet the needs of customers and citizens. ▪ Lead the council's Procurement and Commercial Services. <p>Governance</p> <ul style="list-style-type: none"> ▪ Deliver the statutory functions within Supports the Chief Executive in delivery of the council's statutory functions supported by specific chief officers. ▪ Member of Strategic/Tactical Command team for civil emergencies and business continuity in liaison with the police/other agencies as appropriate. Member of the out of hour's rota. ▪ Supports and advises the Audit Committee ▪ Ensure own department is compliant with all statutory, regulatory, safeguarding and audit requirements, including those of HMRC, External Auditors, Health and Safety Executive and Information Security. 	<ul style="list-style-type: none"> ▪ Customer experience and satisfaction is improved department and there are measures in place to demonstrate that. ▪ Statutory functions are delivered, risks are mitigated and feedback is used to engender a culture of continuous improvement. ▪ Strong networks have been established in the region and the city has received demonstrable investment from a range of funding agencies. ▪ A range of partnerships have been developed which have delivered better outcomes for Plymouth's citizens. ▪ Plans and training are in place and resourced to deal with a range of emergencies. Business continuity is in place. ▪ All council information is held securely, safely and in line with legal and statutory requirements. ▪ Effective measures are in place to manage and mitigate risk to protect the reputation and liability of the Council.
<p>Essential Qualifications and Experience</p>	<p>Essential Skills and Behaviours</p>

<ul style="list-style-type: none"> ▪ A qualified accountant with substantial experience and understanding of: <ul style="list-style-type: none"> ○ CIPFA codes of Practice as applicable to local authority accounting ○ IFRS and accounting standards, ○ Companies Act 2006 and its application to local authority owned and controlled companies ○ Corporation tax and its application to local authority owned and controlled companies ○ VAT across all council activities ○ Evidence of continuous professional development. ▪ Substantial experience gained in a in a large, complex, multi-disciplinary organisation of senior strategic leadership achievement and experience consistently developing financial strategies and translating them into effective operational delivery plans. ▪ Experience of successful management and implementation of complex policy issues leading to organisational / cultural change. ▪ Experience of deploying commercial and transformational acumen within large organisations. Business acumen - cost and customer experience ▪ Extensive experience in working effectively and impartially with elected members and in supporting the democratic decision-making process ▪ A broad knowledge of public sector service delivery including direct delivery and commissioning. ▪ Experience of working as a visible System Leader. ▪ Experience of engaging and involving communities to whom statutory or other services are provided. ▪ Experience of using a range of change management and transformation methodologies to deliver impactful organisational change at pace. ▪ Experience of working and succeeding in complex partnership arrangements. ▪ Experience of leading a large workforce to drive performance and a successful culture. ▪ Experience of working within and promoting a health and safety and safeguarding culture. ▪ Demonstrable commitment and experience of celebrating and valuing diversity. 	<ul style="list-style-type: none"> ▪ Able to be a collaborative system leader across council and wider with focus on community and citizens. ▪ Able to translate complex strategies into what is required to deliver cultural, organisational and technological improvements. ▪ Able to translate vision, complex concepts, financial information, principles and practices into clear compelling organisational strategies and plans. ▪ Financial acumen to be able to interpret and interrogate complex financial information. Ability to identify income generation opportunities/income streams in line with Council vision. ▪ Accounting skills and strong financial awareness to include revenue and capital, treasury management strategies, pension investment and asset management. ▪ Advanced analytical and numeracy skills, ability to use a wide range of data and information for formulating plans and projects, writing reports and presentations. ▪ Able to understand performance management systems and methods to drive continuous improvement. ▪ Ability to coach and mentor others to improve and build a high performance culture. ▪ Ability to develop and maintain effective dialogue with SLT, Members and Partners to protect and promote the best financial interests of the city. ▪ Ability to challenge in a constructive manner to tackle potential financial risks, including fraud, to the organisation.
--	---