

Tameside Metropolitan Borough Council

Job Description

Job Title:	Assistant Director of Finance (Deputy S151 Officer)
Directorate:	Finance
Grade:	SMT1
Location:	Flexible work base. Main offices are - Tameside One, Market Place, Ashton-Under-Lyne, OL6 6BL
Accountable To:	Strategic Director of Finance
Accountable For:	Financial Management
Working Pattern:	36 hours per week – some occasional evening and weekend working may be necessary.
Any Special Conditions of Service:	This post is subject to political restriction in accordance with the provisions of the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990.

PURPOSE & OBJECTIVES OF THE ROLE

Purpose

Support the Strategic Director of Finance in ensuring high quality financial administration and stewardship throughout the Council.

As a member of the Finance Leadership Team, work with the Strategic Director of Finance, Assistant Director of Revenues and Benefits, Assistant Director of Audit and Partnerships, Members and senior officers to develop the vision and values for Tameside and to be responsible for the delivery of that vision through sound financial management in the Council.

Accountabilities

- Lead in the development and implementation of the Council's financial strategy, fundamentally ensuring sustainability over the medium term
- Direct and lead a portfolio of services, ensuring the development of strategies, policies, targets and objectives that deliver Tameside's strategic, operational and financial requirements and meet all necessary regulatory and legislative requirements (including any assigned regulatory designations)
- The on-going development and co-ordination of the corporate financial framework, including the medium term financial strategy, to enable the Council to prioritise and utilise its financial resources to the greatest effect and ensure

activity and process comply with professional standards, Government regulations and legislation.

- Actively contribute to the formulation and implementation of the Council's strategies and objectives as a member of Tameside's leadership team
- Work with Council Members, strategic directors, partner organisation and stakeholders to identify and address issues impacting on Council Services, residents and service users
- Ensure the capability to change is enhanced and innovation is encouraged including in the design of service delivery through partnership and other relationships internally and externally
- The delivery of a responsive service to provide financial advice and guidance to management teams and budget managers across the Council.
- Supporting an effective Audit and Risk Management function that ensures robust controls are in place to protect the Council's resources.
- Responsible for setting the framework and strategy within which financial management operates
- Lead the Council's Budget Monitoring process in order to deliver accurate and timely intelligence to Members and Chief Officers
- The delivery of a responsive service to provide financial advice and guidance to management teams and budget managers across the Council.
- The on-going development and co-ordination of the corporate financial framework, including the medium term financial strategy, to enable the Council to prioritise and utilise its financial resources to the greatest effect and ensure activity and process comply with professional standards, Government regulations and legislation.
- The delivery of robust and efficient financial systems, processes and policies in place supported by effective training and the provision of guidance to budget managers and system users.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Strategic Director of Finance

Financial Responsibilities

- To support the Director of Resources in the discharge of the statutory responsibilities under Section 151 of the Local Government Act and Section 114 of the Local Government Finance Act relating to the administration of the financial affairs of the Authority
- To ensure an effective system of financial controls are in place across the organisation together with adequate review within the annual internal audit plan
- The delivery of robust and efficient financial systems, processes and policies in place supported by effective training and the provision of guidance to budget managers and system users.
- The delivery of an efficient and effective accountancy and treasury management services that enable financial resources to be accurately recorded, monitored and controlled whilst maximising the benefits of reserves and ensuring the Council's cash flow is sufficient to meet all payments due.

- To ensure the delivery of the Statement of Accounts for the Council, Pension Fund and any other entities within the required timescales without material error or misstatement
- To monitor the Council's compliance with relevant legislation, statutory duties and Council policies and regulations
- For services he or she is responsible for, to forecast income and expenditure
- Liaise with internal and external audit to commission and respond to audit reviews and ensure that the action plans are implemented within agreed deadlines
- Ensure value for money is achieved across the Council
- Take ownership of and provide mitigating actions for any risks for the service

Strategy & Policy Development

- Lead in the development and implementation of the Council's financial strategy, fundamentally ensuring sustainability over the medium term
- To work with Members and the Senior Leadership Team to define the organisations strategic plans and support their implementation through the strategic deployment of the Council's resources
- To interpret, respond to and shape policy guidelines for Financial Management
- To lead on the development of service plans and improvement plans for the area of responsibility ensuring they are conducive with the strategic direction of the authority

Performance and Customer Focus

- To ensure that outstanding customer service is being delivered on a day-to-day basis for all services within the remit of the role including any outsourced elements
- Be responsible for self-assessing against key lines of enquiry in external financial inspection regimes, and developing and monitoring improvement plans
- To act as the Tameside officer on the STAR Procurement Board, supporting the Council's nominated Member on the Joint Committee to ensure high quality procurement activity is delivered

Leadership and Management

- To provide strong, visible leadership and professional oversight for finance functions across the organisation
- Ensure a high quality finance service, working within professional guidelines and standards.
- Ensure STAR provide a high quality procurement service, working within professional guidelines and standards.
- Conduct consultation and engagement sessions with senior officers, members, and public as relevant to policy developments

Flexibility

- Work with a degree of flexibility required to perform work not specifically referred to above although falling within the scope of the post at the appropriate grade.

Health and Safety

- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk.

The Council's Commitment to Equality

- Deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the workplace and in the services the council delivers.

Person Specification

Qualifications Required

Type	Level required
Professional qualifications/ memberships	<ul style="list-style-type: none">• Full member of CCAB body or CIMA (preferably CIPFA) with significant post qualification experience – Essential
Management	<ul style="list-style-type: none">• Recognised management qualification (desirable)
Education	<ul style="list-style-type: none">• Educated to degree level or equivalent - Desirable• Post graduation qualification (eg MBA, Masters degree) – Desirable

Technical / Knowledge Requirements

- Significant senior strategic management experience, including translating organisational drivers into strategic objectives, longer term plans, new ways of working and specific outcomes, for a portfolio of services in a large public sector organisation (preferably local government).
- Proven ability to manage a wide variety of activities across a range of professional areas of expertise and oversee their achievement of the organisations strategic goals.
- Extensive knowledge of the major issues facing local government.
- Extensive and comprehensive knowledge and understanding of the national policy context, requirements and future direction for relevant service areas.
- Proven track record of accountability for significant budgets and ensuring the delivery of services within agreed resources.
- Proven ability to drive through and deliver effective performance management within own organisation and understanding of the performance management process in partnership arrangements.
- Significant experience of creating, leading and sustaining partnerships both internally and externally to achieve shared objectives and synergies.
- Experience in persuading a wide range of stakeholders to work together, encouraging an organisational focus on the needs of the community.
- Authority and credibility to work effectively in a political environment and establish positive relationships with Members.
- Excellent interpersonal and communication and presentation skills, with proven ability to communicate effectively to a wide range of audiences both horizontally and vertically throughout the organisation.
- Proven track record of operating strategically to identify, initiate and oversee corporate projects and policy development.
- Demonstrate high ethical standards personally and professionally, acting with integrity, being reliable, trustworthy and leading by example.

Behavioural Competencies

Competency	Key Requirements
PERSONAL EFFECTIVENESS	
Communicating and Influencing	<ul style="list-style-type: none"> • Ability to clearly communicate with and influence Members and Chief Officers • Delivers professional and persuasive presentations to large internal and external groups. • Ability to develop effective relationships with internal and external partners at senior levels, to secure results • Strong interpersonal skills and able to challenge, support, influence and engage senior management and peers. • Strong influencing and negotiation tools and techniques to achieve positive outcomes for the Council.
Respecting Others	<ul style="list-style-type: none"> • Champions a culture that values equality and diversity, and ensures these are built into the delivery of services
Striving for Excellence	<ul style="list-style-type: none"> • Demonstrates a high level of personal drive and energy that sets an example to others • Fosters a dynamic, achievement orientated culture
Political awareness	<ul style="list-style-type: none"> • Ability to work effectively in a political environment and establish positive relationships with councillors, senior managers, staff, external partners and interest groups in a way that establishes confidence, credibility and trust.
Analytical skills	<ul style="list-style-type: none"> • Highly developed problem solving and analytical skills. • Ability to analyse data I identify current and future trends to produce meaningful reports around supplier performance. • Ability to interpret reports in order to produce findings and recommendations for actions/areas of improvement
LEADERSHIP	
Setting Direction	<ul style="list-style-type: none"> • Lead the organisation in regard to all financial matters • Ensures there is a culture of continuous improvement and responsiveness to change • Promotes a vision for the future that inspires others

Managing Performance	<ul style="list-style-type: none"> • Significant managerial experience with a track record of high performing teams • Experience of developing and implementing commissioning frameworks in a multi-disciplinary and partnership environment.
Developing Talent	<ul style="list-style-type: none"> • Promotes a culture that values continuous personal and professional development
Change management	<ul style="list-style-type: none"> • Track record of supporting transformational change in a complex organisational environment.
Project management	<ul style="list-style-type: none"> • Effective user of consultancy and project management tools and techniques.
WORKING IN PARTNERSHIP	
Team Working	<ul style="list-style-type: none"> • Work collaboratively with SLT and Members • Creates a positive team spirit where team members work together to achieve shared goals • Constructively uses conflict as an opportunity to generate innovative solutions
Cross-Tameside Working	<ul style="list-style-type: none"> • Identifies opportunities for co-operation and interdependency across Directorates and Service Units • A solid understanding of the relevant legal, commercial, political, operational and social community aspects of a similar diverse and complex environment.
External Partnership Working	<ul style="list-style-type: none"> • Practical evidence of developing and maintaining good working relationships with a wide range of customers/stakeholders, developing a positive personal and organisational profile and building partnerships