

Director of Finance

Role Profile

Service: Finance Directorate
Band: SM2
Reporting to: Chief Executive
Responsible for: Finance, Audit and Exchequer Services



TRAFFORD
COUNCIL

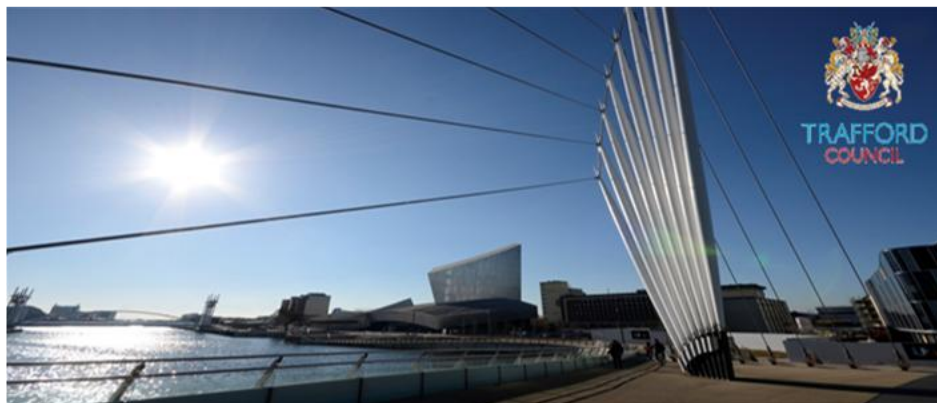
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile sets out the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role. We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

- Act as the Council's statutory Director of Finance, Section 151 Officer and Chief Finance Officer, ensuring the proper administration of the Council's financial affairs and compliance with legislation, professional standards and relevant codes of practice.
- Provide independent, objective and trusted financial advice to the Executive, Committees, elected members and senior officers supporting lawful, transparent and sustainable decisions.
- Embed financial leadership early in policy, strategy, transformation and material decisions, ensuring risks, implications and opportunities are understood and aligned to the Council's financial strategy.
- Exercise professional independence to challenge, influence, intervene, escalate or issue a formal Section 114 report where decisions may compromise financial sustainability, governance or legality
- Maintain direct access to the Chief Executive, elected Members, Audit Committee, external audit and statutory officers, operating with appropriate authority and independence.
- Champion long-term financial sustainability, leading the response to financial pressures, recovery plans and savings strategies while maximising financial, social and economic value with partners.
- Build collaborative working relationships with partners and stakeholders, particularly the Greater Manchester Combined Authority, to promote the Council's objectives.
- Role model the Council's values and behaviours, demonstrating integrity, accountability and inclusive leadership.

Key duties

- Provide strategic financial leadership as a member of the Corporate Leadership Team, shaping organisational priorities, policy, transformation and decision-making.

- Lead the Medium-Term Financial Strategy (MTFS), budget-setting, financial monitoring, forecasting and savings arrangements, aligning resources to priorities and enabling early identification of risk.
- Oversee financial recovery, savings and cost improvement plans, ensuring credible action is taken to address budget gaps and strengthen financial resilience.
- Ensure strong financial governance, internal control, audit, assurance and risk management arrangements, providing confidence in the stewardship of public funds.
- Lead and develop the finance function, including audit and exchequer services, ensuring effective performance, financial control, income collection, debt recovery and organisational resilience.
- Ensure timely, accurate and transparent preparation and publication of the Council's accounts, maintaining effective relationships with external audit and addressing recommendations promptly.
- Provide independent assurance and advice on major programmes, capital investment, treasury management, commercial activity and partnerships, ensuring affordability, compliance, risk and long-term implications are fully understood.
- Lead commercial activity and income generation, including external funding, grants, partnerships and trading opportunities that support the Council's priorities.
- Drive value for money, continuous improvement and financial capability across the organisation, challenging practice and supporting leaders to make evidence-based decisions.
- Build effective relationships with elected Members, partners, stakeholders, system leaders and funding bodies, representing the Council's financial interests and supporting improved outcomes for residents.

About You

Qualifications and Professional Development

- Fully qualified accountant with a CCAB member (eg CIPFA, ICAEW, ACCA, ICAS), or equivalent.
- Evidence of continued professional, managerial and personal development.

Experience and Knowledge

- Extensive financial experience with demonstrable evidence of highly effective strategic leadership within a senior financial management role in an organisation of comparable scope and complexity.
- Strong understanding of government finance frameworks and broader public sector landscape.

- Evidence of promoting diversity and creating equality in service delivery and employment.
- Significant experience of budget preparation and control and closure of accounts in a large organisation.
- Comprehensive and relevant up to date knowledge of local government finance rules and regulations and the national issues affecting the delivery of local public services.
- Understanding of effective governance, public money accountability and the principles of good scrutiny.
- Strong understanding and application of financial forecasting, modelling and analytical insight to support proactive decision-making and early risk identification.
- Demonstrates a strong visible and supportive personal leadership style which inspires confidence in staff and stakeholders.
- Demonstrable experience of leading financial sustainability, recovery and savings programmes in a complex financial environment.
- Strong track record of leading organisational governance, risk and assurance frameworks, ensuring transparency, accountability and sound decision-making.
- Experience of commercial activity, income generation and maximising external funding opportunities within the public sector.
- Experience of working across organisational boundaries to influence financial and service outcomes at a system or place level.

Skills and abilities

- A proven track record of leading, motivating and developing teams to deliver high performance and service improvement.
- Ability to influence partners and stakeholders to deliver improved outcomes.
- Ability to analyse complex issues and adopt a creative approach to problem solving and service delivery in challenging circumstances and with competing priorities.
- Ability to deliver customer-focused, flexible, efficient and cost-effective services.
- A successful track record of leading and managing change within a large organisation.
- Ability to influence the commercial agenda and strategic direction.
- Effective presentation, report writing, communication and interpersonal skills and the ability to adapt personal style to meet the needs of the audience.
- Proven ability to influence strategic decision-making at the highest level across organisations and partnerships, including within complex political environments.
- Ability to operate effectively within democratic processes, with political awareness and productive working relationships with Members.
- Ability to balance financial risk, investment and affordability within complex and uncertain environments.

Date prepared/revised	15.5.20 / Transferred to new template only 9.1.24/23.06.26
Prepared/revised by	NK/GB/SS
Job Evaluation	Existing Hay

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.