

**Job Title: Chief Officer Financial Services**

**Date: 25.09.2018**

**Ref:LS**

**Job Purpose**

To provide strategic leadership, vision and drive to the delivery of financial services responsible for ensuring that the authority has in place proper arrangements for the administration and delivery of its financial affairs.

To initiate and develop financial strategies, plans and policies to support the professional development of the services ensuring the delivery of compliant, proactive and highly effective professional services to the Council, whilst ensuring that they are aligned and supportive of the Council's policies and priorities and meet all legal and professional requirements.

Working as part of the Directorate Senior Leadership Team and a member of the Corporate Leadership Team, the post holder will live and model values and behaviours to help the Council to be the best city council in the country. The role supports the delivery of the Council's Business Plan, and is especially crucial to achieving the savings and efficiencies required to continue to deliver frontline services. It is also particularly relevant to delivering the objective to increase efficiency, and to develop income and trading opportunities.

**Key Requirements**

**Part 1: Qualifications**

1. A qualified member of a specified accountancy body (CCAB or CIMA) sufficient to act as the s.151 officer.
2. Evidence of continuous professional and managerial development.

**Experience**

1. Significant successful leadership experience of a comparable service at a senior level and experience of having implemented strategies leading to successful business outcomes
2. A proven track record of successful management of senior teams of diverse professionals and the achievement of performance targets and corporate objectives in a complex environment.
3. Successful experience of developing and managing a transparent framework for large complex budget setting and compliance with statutory requirements, while working within constrained financial limits.
4. Extensive successful experience of exercising sound judgement and providing clear advice in a political environment at cabinet or equivalent level.
5. Experience of successful management of large-scale change programmes which reflect service needs, provide value for money, and maintain quality.
6. Successful experience of working in a multi-agency environment having developed high quality collaborative internal and external relationships across diverse stakeholders to deliver organisational objectives.
7. Evidence of leading, shaping and influencing innovative and commercially astute practice to maximise opportunities while realising efficiencies.

## Part 2: Knowledge, Skills and Abilities

1. To undertake the statutory duties of the Chief Finance Officer as set out in section 151 of the Local Government Act, the relevant sections of the Local Government Finance Act and the Council's constitution.
2. Ensure effective provision of financial management of the council's finances, at both corporate and directorate level including the delivery of the financial strategy, capital programme, treasury management, budget monitoring and the production of accounts, including statutory reporting.
3. Providing a high-quality Internal Audit and Exchequer Services.
4. Support effective decision making by providing financial information and advice to senior officers, members and schools.
5. The collection of Business Rates, recovery action for Council Tax, Business Rates (NNDR) and other income sources.
6. Ensuring effective service delivery provided by the Procurement and Commercial Services.
7. Set and deliver transformational goals with broad perspectives and long-term timelines, within a context of budget pressures and funding restrictions.
8. The provision of financial advice across the authority to the Council's Elected Members, senior officers and other stakeholders, including partners, government and other key regional and national stakeholders.
9. Ability to present complex information in a clear and concise manner using a variety of presentational formats.
10. Ability to find and implement creative and innovative solutions to complex strategic problems.
11. Excellent communication skills with the ability to influence, negotiate and establish credibility for the service, to enhance its reputation, and to form positive relationships.
12. Lead by example, fostering effective joint working within the Council and across the City and provide direction and support to immediate line reports, creating an organisational culture of shared accountabilities, support and learning and continuous improvement.
13. Manage all aspects of risk and be accountable for the safety of staff, service users and contractors in accordance with all statutory obligations and relevant health and safety policies.

### LCC Values

<p>Working as a Team for Leeds</p>	<ul style="list-style-type: none"> <li>• Lead managers within the service to develop a high performing and professional workforce and manage resources to achieve service and overarching objectives in line with the city's agreed priority outcomes.</li> <li>• Represent the city on matters relating to financial services.</li> </ul>
<p>Being Open, Honest &amp; Trusted</p>	<ul style="list-style-type: none"> <li>• Undertake effective consultation and engagement activities and communications with staff, service users, councillors, trade unions, partners and other stakeholders in accordance with Council policy.</li> <li>• Support open, responsive and accountable government, ensuring good governance compliance with financial and procurement procedures.</li> </ul>
<p>Working with Communities</p>	<ul style="list-style-type: none"> <li>• The provision of a number of financial services to schools and outside bodies</li> </ul>
<p>Treating People Fairly</p>	<ul style="list-style-type: none"> <li>• Promote and deliver positive solutions to achieve diversity and equality of opportunity in all aspects of service delivery, community engagement activity and human resource areas.</li> </ul>
<p>Spending Money Wisely</p>	<ul style="list-style-type: none"> <li>• Lead and manage the financial services of the Council, ensuring the delivery and improvement of services so as to meet the needs of our communities and stakeholders.</li> </ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Deliver the provision of financial services, including taxation, insurance, a range of operational services for Adult Social Care clients, which includes financial assessments, paying providers, billing customers and estates and deputyships, and managing the right to buy council house scheme.</li></ul> |
|--|---|

**Working Context**

- |  |
|--|
| <ul style="list-style-type: none"><li>• The role is primarily office based but post holders are expected to work flexibly both at home and at various locations across the City and region. Hours are worked mainly Monday to Friday, in accordance with the needs of the service; however the post holder will be expected to work outside normal working hours, including attendance at evening / weekend meetings or events as reasonably required.</li></ul> |
| <ul style="list-style-type: none"><li>• The role profile and specification are an outline only and may vary from time to time without changing the character of the job or level of responsibility</li></ul>   |