

Role Profile: Director of Finance (Section 151 Officer)
Reports To: Chief Executive

Role purpose:

The post holder will work with directors and political leaders to shape and define the strategic financial direction of the council, taking overall responsibility for the proper administration of Herefordshire Council's financial affairs. Leading the delivery of a range of financial teams and services, the role will also provide leadership, and managerial support to designated service areas.

Accountabilities specific to the role

Section 151 Officer

- Take overall responsibility for the proper administration of Herefordshire Council's financial affairs including an effective audit function.
- Lead the development of the authority's budget process.
- Working with cabinet, members and the corporate leadership team, lead the development of the medium term financial plan ensuring the allocation of resources to deliver the councils priorities, and maintaining adequate levels of reserves and ensuring demonstration of value for money when compared with statistical neighbours.
- Give assurance to Council on the deliverability of proposed budgets and that the council can operate legally within its overall financial resources.
- Working with the Monitoring Officer, support the effective governance of the authority through the development of corporate governance arrangements, risk management and reporting frameworks and decision making arrangements.
- Ensure the delivery of effective audit and assurance arrangements including an effective audit & governance committee.
- Hold directors and senior managers to account for delivery against financial plans.
- Produce recommendations on cost savings and efficiencies through critically analysing the budget, current and historical spend. Undertake benchmarking and modeling demand/cost trajectories to inform the plan which must integrate within the overall corporate planning cycle and evidence base.
- Ensure the provision of high quality financial support to the organisation; giving strategic, professional financial advice.
- Develop, implement and review Herefordshire's capital and property investment strategies; treasury management strategies, policies and procedures; and, financial management policies, procedures and practices
- Ensure the effective discharge of Herefordshire's financial obligations as accountable body in externally funded programmes.
- Develop, implement and review final accounts procedures so the annual statement of accounts is produced accurately and on time. This will include compliance with the International Financial Reporting Standards.
- Ensure maintenance of key corporate financial databases and systems.
- Provide exceptional leadership to designated service areas, creating an environment where employees can achieve and corporate priorities are met. The portfolio of services is flexible and will initially include finance, risk and insurance.
- Lead on the development, implementation and review of financial and performance monitoring arrangements to ensure accurate information is available when needed for Herefordshire's formal performance monitoring reports.

Other

- Undertake on call responsibilities including participation in the council's GOLD and SILVER emergency planning on call rota.
- As a member of the council's corporate leadership team contribute to council wide plans, strategies and service developments in the widest sense.

Responsibilities and behaviours

1. As a management board member, lead the creation and implementation of the overall business strategy and operating model to achieve the vision for Herefordshire Council.
2. Design and deliver value for money integrated public services and ensure attention to improving efficiency and robust cost management.
3. Ensure services are customer focused through effective community and user engagement in the commissioning of services.
4. Develop relationships with partner organisations to meet the needs of Herefordshire's communities collaborating with all sectors to continuously improve the quality of life in the county.
5. Assume accountability for directly managing integrated service delivery, managing conflicting priorities and driving the achievement of continuously improved locality-based customer outcomes.
6. Develop services managed with appropriate partners, spotting and taking advantage of external changes so resource utilisation is maximised in the long term.
7. Act as a figurehead for the service areas managed, liaising with Members, non-executive directors and senior individuals in external.

Skills, knowledge and experience

- Member of a recognised accountancy body, qualified through examination, and subject to oversight by a professional body that upholds professional standards and exercises disciplinary powers. (ICAEW, CIPFA, ACCA, CIMA, or equivalent).
- Substantial post qualification experience of working at a strategic level in a large complex organisation with a turnover of £100m +.
- An experienced senior manager with a track record of delivering top quality public services and continuous improvement in a political environment.
- A background of successfully leading multiple business units and meeting the needs of customers across diverse localities.
- The ability to translate corporate strategy into service delivery by generating clarity for others through exceptional leadership, organisational development and change management expertise.

<p>agencies, regionally and nationally, to influence agendas and increase inward investment.</p> <ol style="list-style-type: none"> 8. Promote Herefordshire to all key stakeholders to ensure the county is positioned successfully for increased inward investment and policy consideration. Manage the investment in relationships made by Herefordshire Council to deliver the best possible return. 9. Support Members by providing the highest quality advice and guidance on areas of policy and strategy, ensuring that Members are appraised about issues to enable informed decision making in line with the Herefordshire Council vision and priorities. 10. Safeguarding and promoting the welfare of children, young people and vulnerable adults. Ensuring that that staff are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Ensuring that staff attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate. 11. Drive appropriate organisational improvement and transformation; and lead cultural and policy change in line with the council's vision and values. 12. Provide exemplary leadership ensuring behaviours meet organisational values and creates a working environment where employees are empowered and can deliver their best; holding others accountable for their decisions. 13. Set and manage ambitious performance expectations, recognising success and taking timely remedial action; keeping stakeholders informed of progress against targets. 14. Establish appropriate performance standards and determine priorities for resource allocation to meet clearly defined customer expectations. 15. Ensure the provision of expert technical advice by service areas to senior leaders and partner organisations. 16. Create an environment where learning, innovation and the application of new ideas flourish resulting in significant improvements to service delivery. 17. Take responsibility for managing risks and resolving issues that may have a significant impact on the council. 18. Understand and meet all required legislation and governance to deliver the required service standards. 	<ul style="list-style-type: none"> • Demonstrable achievement of value for money for customers with a strong focus on maximising a return from available resources • A leader who engages and enables others to deliver their best. • Knowledge of commissioning-based service models and their application in a public service context. • Ability to build partnership relationships and influence government policy. • Literate in information and communications and digital technologies. • A comprehensive professional/developmental track record, including relevant advanced theoretical and practical knowledge. 				
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STATUTORY DUTIES					
Section 151 Officer: fulfil the statutory and constitutional responsibilities of S151 officer.					