



## ASSISTANT DIRECTOR ROLE PROFILE

**JOB TITLE:** Chief Finance Officer

**DIRECTORATE:** CORPORATE – *CHIEF EXECUTIVE*

**REPORTS TO:** Chief Executive / Chief Operating Officer

**DATE:** August 2020

### 1 PURPOSE OF YOUR JOB

To provide strategic leadership and performance delivery within a City of York portfolio, including compliance with related legislative requirements and undertaking the duties of the statutory section 151 role for the Council.

### 2 DIMENSIONS

Total Expenditure Budget:	£30.7m
Total Income Budget:	£12.8m
People:	c 70 fte
Premises:	as per portfolio
Equipment:	as per portfolio
Projects:	as per portfolio

### 3 PRINCIPAL ACCOUNTABILITIES

#### *Strategic*

- As a member of the Corporate Management Team, actively contributes to the strategic management of the Council to ensure achievement of corporate aims and objectives.
- Scans and understands the external and political environment in which the Council operates and takes lead responsibility for ensuring that the strategic plans of the Directorate and the whole organisation meets the needs of the current administration
- Contributes to the development, articulation and communication of a clear vision for co-ordinated services across York, and provides a framework to ensure an effective and shared programme of joined up service delivery with key partners.

- Leads the formulation and application of strategy for the portfolio within the context of the overall CYC Council plan.
- Ensures that elected Members are fully aware of strategic plans and that they are positively, pro-actively and appropriately engaged in the portfolio
- Makes decisions critical to the organisation's success in respect of the wider City of York agenda and the specific portfolio responsibility
- Takes lead responsibility for seeking opportunities to develop the revenue of CYC through partnerships and new ventures, and delivers activity that grows revenue and minimises cost without detriment to services
- Sets the controls and governance arrangements around financial transactions and makes sure there is up to date reporting, reconciliation and good record keeping

### ***Business operations***

- Leads and ensures the delivery of the operational activity within the relevant portfolio
- Ensures a quality, cost effective portfolio performance
- Accountable for the financial performance across the portfolio
- Develops and implements a range of corporate strategies and policies relating to Finance.
- Leads on the development of an Investment Strategy and maximising the benefits of all resources including land for the Council and the wider benefits for York
- Undertakes the statutory responsibilities of the section 151 officer to ensure that the Council has arrangements in place for the proper administration of financial matters.
- Acts as final arbiter on application of professional standards in financial matters and provide sound financial advice and practice to Members and officers
- Leads on a prudent investment strategy and commercialisation framework to maximise opportunities and improved utilisation of resources in the Council. Works in collaboration with other key partners to better integrate financial and investment outcomes to improve services for residents and communities of York
- Leads on financial matters for internal audit arrangements for the Council and attends relevant committees in respect of financial stewardship of the authority

- Provides assurance to the Council on all financial regulations and compliance
- Leads and supports the development of robust business costing models across services in the Council
- Strategically leads the development and implementation of the Council's medium term financial planning process and the delivery of an effective annual budget consultation process to support the Chief Executive and Members to set the Council budget
- Accountable for ensuring sound systems, controls and processes are in place in respect of the Council's financial transactions.

Implements and monitors robust financial planning and risk management processes in order to achieve the Council's priorities and deliver a balanced budget

- Works in partnership, where applicable, with other public sector organisations and other sectors to deliver joint services under a single and/or combined management structure.
- Takes lead responsibility for the effective utilisation of resources, e.g. financial, people, premises (where applicable), electronic, and hardware, identifying efficiencies and savings where appropriate without detriment impact on service and performance
- Identifies income generation opportunities for CYC and works with the right people and organisations to realise

### **Partnership**

- Identifies key stakeholders and develops an engagement plan that ensures that CYC is engaging appropriately to deliver improved partnerships and, consequently, service outcomes
- Pro-actively seeks opportunities to represent the organisation at high levels with stakeholders across the Yorkshire Region and nationally, where applicable
- Leads the development and sustainability of collaborative working arrangements internally within CYC and with partner organisations and where appropriate commissioning, to agree strategic priorities and ensure integrated and cost effective service design and provision.
- Develop and maintain positive and effective working relationships with elected Members of the Council to ensure effective communication, engagement and leadership of the Council.
- Builds robust cross service relationships and plans that ensure a "One York" service delivery

***People Leadership and Management***

- Ensures that all members of the portfolio team are aware of the requirements of their role and how that contributes to the success of CYC and how it benefits the residents of CYC
- Takes personal responsibility for identifying and nurturing talent from across the whole organisation and at every level within the organisation and ensures that people with potential are pro-actively supported to deploy their talent and progress to the benefit of CYC
- Leads individuals and teams through change, ensuring that service is protected and people are actively engaged in the seeking of, developing of and delivering of change initiatives which add value to CYC performance and service
- Ensures that each member of the team have clear annual targets and have the resources available to deliver
- Ensures the performance management of the team and individuals within it are effectively and continuously managed and that underperformance is dealt with positively and robustly
- Ensures that all people resources add value to the organisation and the City and that structures are clear, efficient and well targeted

***Programme and Project Management***

- Is responsible for sponsoring and delivering complex programmes of work that improve performance of CYC and delivers exceptional service to residents and partners
- Takes lead responsibility for identifying, sponsoring and ensuring the delivery of performance improvement projects
- Accountable for ensuring project delivers sustainable results for the benefit of the organisation and the City of York

***Equality and Diversity***

- Takes lead responsibility for equality, diversity and fairness issues
- Takes personal responsibility for ensuring that all services, employees and service users are treated with dignity and respect
- Ensures that the service portfolio is inclusive for all users and is flexible to meet the diverse needs of service users

## **Knowledge**

- Knowledge and understanding of local government
- A degree level qualification and/or professional managerial qualification or equivalent
- Financial competence given the responsibility for major financial systems ie £multi million revenues
- Accountancy qualification (e.g. CIPFA)
- Understanding of the Section 151 officer role in local authority
- Knowledge of Investment opportunities
- Understanding of organisation structure, operations, decision making channels, planning processes and systems and the ability to identify opportunities for improvement

## **Skills**

- Ability to successfully develop and deliver strategies to meet organisation objectives and achieve planned results in a complex multi-functional organisation;
- Ability to manage large and complex budgets with an emphasis on value for money and efficiencies
- Highly effective leadership and motivational skills and behaviours that develop and inspire others, promote high standards and collaborative working amongst internal and external stakeholders;
- Outstanding interpersonal, negotiating and commissioning skills;
- Excellent verbal and written communication skills that are persuasive, informative and effectively engage the interests of a wide range of audiences;
- IT skills and the ability to fully exploit access to modern Information technology;
- Highly developed skills in numeracy and budget management; Corporate and service planning skills that ensure effective resource management, service delivery, best value and continuous improvement;
- Analytical skills that contribute effectively to the identification of development and trends, prioritisation and problem solving.
- Ability to keep equality of opportunity and diversity at the heart of all strategic management and operational activity
- Ability to advise, influence, persuade, command confidence and act assertively in a political environment with all key partners, internal and external

## **Experience**

- A successful track record of achievement in a senior management role
- Substantial record of achievement in successfully managing change and large-scale projects;
- Experience of developing medium term financial plans and budget setting processes
- Experience of implementing financial controls across complex organisations

- Significant experience of successfully motivating, managing, persuading and leading staff;
- Wide experience of successful inter-agency working and demonstrable success in developing effective collaborative working with a range of stakeholders to achieve objectives;
- Experience of significantly improving service delivery;
- Evidence of decision making based on sound risk management principles and contingency planning, which comply with the Council Procedures and processes
- Experience of managing performance within a complex environment where there is constant challenge and change
- Experience of negotiating significant contracts, commissioning services and monitoring provision
- Experience of implementing successful investment strategies

## **5 Statutory or specialist knowledge, skills and/or experience required**

- Experience in managing a range of Finance Services
- Develop and implement a range of corporate strategies and policies relating to:
  - Financial Inclusion
  - Commercial income generation
- Leadership/sponsorship of major projects or programmes
- Experience of delivering business cases, project plans and implementation plans for alternative service delivery models
- Experience of operating in partnership with other public sector organisations and other sectors to deliver joint services under a single and/or combined management structure.
- Knowledge and understanding of major financial systems and operating excellent financial control eg council tax, business rates, adults social care income, benefits and recovery, payroll & pensions.
- Strong experience of working within a political environment and delivering multiple agendas to a range of recipients including, Executive, Scrutiny and Audit & Governance Committees.

## **6 Structure**

The service areas responsible by this post holder include the following:

- Finance – corporate and service:
  - 2 x Finance Managers will manage some but not all of the finance teams, and they will report in to this post
  - The remaining finance teams will fully report in to this post
  - Procurement