



Job description

Responsible to: Chief Executive

Responsible for: See structure chart

1. Main purpose of the job

To support the Chief Executive, as part of the Corporate Management Team, in setting the vision and strategic direction of the Council. Developing, leading and directing the Financial Services Directorate and being responsible for the proper financial management of the Council. Service areas to cover:

- Accountancy, Systems and Exchequer
- Audit
- Benefits and Revenues
- Corporate Property
- Housing
- Procurement, Risk and Insurance

To also contribute to ensure that the Council has a coherent and comprehensive strategy on financial and physical resources which anticipate future needs.

2. Duties and responsibilities

Strategic

- To contribute to the transformation and development of functions across the Council, ensuring that they are cost effective, integral to and supportive of the achievement of the Council's strategic aims and objectives.
- To provide strategic review and challenge to colleagues in the corporate Management Team and across the Council.
- As a member of the Corporate Management Team, engage fully with the Members to ensure that the service operates in a way that both shapes and responds to the Council's priorities and the communities needs and expectations.
- To continuously seek improvements in effectiveness, value for money and quality in the organisational performance of Strategic Finance directorate.

- To develop and implement financial service strategies and service plans for services across the directorate that will maximise the provision of support to its clients.
- Oversee the rigorous assessment, initiation and evaluation of all proposed new projects to optimise the delivery of target service outcomes for the right level of investment.

Service Responsibilities

- To act as the Council's Section 151 officer and to perform all duties associated with that role.
- To ensure the proper management of revenue budgets, capital expenditure, cash flow requirements and projections, financial planning and the production of final accounts in accordance with statutory provisions and good accountancy practice.
- To work with Senior Managers to ensure that the financial needs of the Council are met in the most efficient and effective manner and that appropriate financial planning is incorporated into business planning.
- To ensure the integration of financial systems within the corporate management of the Council so that accurate and timely financial information is available for the Council's decision-making processes.
- To ensure the effective operation of a high quality and efficient Council Tax, Non- domestic rates and Housing Benefit service.
- To ensure that the Council's Governance arrangements are robust, maintaining effective Internal Audit, Risk Management and Procurement services.
- To implement appropriate business planning, performance management and review processes within Financial services, that continuously seek improvements in the quality and value of service provision.
- To ensure that operational performance standards and targets are met, regularly evaluated and that reports are provided as appropriate to the Chief Executive and the Cabinet.
- To submit for agreement by the Council the annual budget and Medium Term Financial Strategy.
- To deliver an efficient and cost-effective Housing Service that supports the needs of Chelmsford residents.
- To be responsible for asset management and Property working with the CEO on the utilization of the Council's assets.

Management Responsibilities

- To lead and motivate Senior Managers to facilitate the development of a highly motivated and skilled staff required to implement the Council's and Service's objectives.
- To develop effective links with Members, Directors and other Service Managers to facilitate team working and to ensure that Financial Services support and contribute to the corporate work of the Council and the delivery of quality services.

- To develop effective partnerships with external agencies to facilitate the provision of services.
- To ensure that equality and diversity are recognised both within the Authority and in-service provision.
- To manage resources within the agreed Constitution of the Council.
- To contribute to and Lead corporate projects as required by the Chief Executive.

3. Work location

You will normally be based at the **Civic Centre**, Chelmsford, but may be required to work from any other location within the City should circumstances make it necessary.

4. General conditions

- A. This Job Description is subject to your conditions of Employment, which, in the event of conflict, shall take precedence. The post holder will carry out the duties specified above and such other duties as may be required from time to time. The Job Description may be reviewed and amended in the light of any changes that are made.
- B. It may be necessary, from time to time, for you to work hours in excess of, or differing from, your normal working hours.
- C. It may be necessary for you to be trained in, and use, new technology as it is introduced into the Council's activities.
- D. It is a condition of employment that you may be required to assist in the organisation and running of elections or referenda that take place in the City, relating to Parish Councils, the City Council, the County Council, Parliament and the European Parliament, or other similar bodies. You will normally only be required to carry out election and referenda duties when there are insufficient experienced volunteers from within the Council's service who are available for and able to carry out such duties.
- E. You will carry out your responsibilities with due regard to the Council's Equal Opportunities Policy.
- F. You will be made aware and undertake training as required in line with your responsibilities set out in the Council's Safeguarding Children and Vulnerable Adults policy.



Person specification

Education/Qualifications

- CCAB qualified accountant **(Essential)**
- High level professional or management development (CPD) **(Desirable)**

Experience

- Experience of working at a Senior level in local government or other large public sector organisation, with a proven track record of delivering successful and customer focussed services. **(Desirable)**
- Significant experience of strategic financial management with a proven track record of success. **(Essential)**
- Experience of successfully leading, managing and motivating employees and enabling them to deliver to their full potential. **(Essential)**
- Experience of making difficult decisions and delivering results, managing change and the associated risks. **(Essential)**
- Experience of working with stakeholders and partners in a way that has built positive long term relationships of trust and strength and has met the organisations aims and objectives. **(Essential)**
- A detailed knowledge of public sector SORP regulations and propriety standards. **(Desirable)**
- Experience of delivering substantial projects to deadline within available resources. **(Essential)**
- Experience of working across multidisciplinary functions and delivering transformational change. **(Essential)**

Knowledge

- Knowledge of the challenges facing local government and an understanding of the political and corporate environment in which it operates. **(Essential)**
- In addition to Accountancy a working knowledge of one or more of the following Services:

Procurement, Insurance, Audit and Risk, Revenues and Benefits, Property and or Housing.
(Essential)

Personal Qualities and Attributes

- Solutions focussed with the ability to work effectively as part of a corporate management team in the provision of excellent customer service. **(Essential)**
- Ability to lead and inspire employees at all levels, with energy and passion. **(Essential)**
- Ability to anticipate, interpret and manage change and achieve results through sound judgement, seeking creative solutions to complex situations. **(Essential)**
- Strong influencing skills with the ability to communicate clearly and confidently. **(Essential)**
- Political judgement and sensitivity inspiring the confidence and trust of Members, colleagues and partners. **(Essential)**
- Prepared to lead and defend difficult decisions impacting on service direction and the Council as a whole. **(Essential)**
- Unquestionable honesty, integrity and credibility. **(Essential)**
- Able to demonstrate the ability and resilience to operate effectively in a challenging environment. **(Essential)**

Personal Style and Behaviour

The Council has a behavioural framework that underpins the way that we expect employees to act. The following behaviours supplement the above requirements for the role.

Communication

You will be able to adapt your communication style so that it is appropriate to the situation/audience. Confident and direct in your approach you will encourage and engender two-way communication and an open and participative environment. You will be able to demonstrate the ability to persuade and influence others and gain support for your views.

Attitude

We will expect you to show a natural ability to instil confidence and a positive attitude among others, together with a strong work ethic. You will have a clear understanding of how your actions affect others and contribute to the wider Council agenda and accept full accountability for results.

Performance

You will have a track record of creating a clear, achievable and inspiring vision which focuses and energises others. We will expect experience of establishing and managing a performance-led environment with a strong track record of successfully delivering on objectives and achieving goals.

Adaptability

You will be able to demonstrate examples of leading change and making a quantifiable contribution to the continuous improvement of Council services. We should see examples of applying flexibility

and imagination in achieving goals, using a creative approach in solving problems and the ability to secure buying and support for change at all levels.

Fairness

We expect all candidates to demonstrate ethical standards of the highest levels. This includes treating people with the utmost respect, being open to differing and opposing opinions and points of view and taking a consistent and fair approach in all aspects of the role and all Council activities.

Employees are measured annually on these criteria.