

## WYCOMBE DISTRICT COUNCIL

### JOB DESCRIPTION

**DESIGNATION:** Head of Finance and Commercial Services

**POST NUMBER:** *TO BE CONFIRMED*

**POST GRADE:** 11

**DATE:** May 2012

#### JOB PURPOSE

To deliver excellent services to the people of Wycombe District in line with the Council's vision, values, resources, strategic and service priorities.

To lead and manage:

- strategic financial services
- Internal audit
- The major projects and property function
- The commercial function
- Revenues and Benefits

in order to deliver the Council's strategic and service objectives, especially the transformation agenda.

To act as the Council's 151 officer

To work with and advise the Leader of the Council, Deputy Leader of the Council and Cabinet Members on matters relating to the development and delivery of strategic priorities & objectives, services and performance in relation to the services within the remit set out above and as part of Senior Management Board, across the wider Council, .

To advise the Council, Committees and Members of the Council on matters relating to Council functions, policies and services.

To contribute to the development of the Council's vision, values and strategic priorities.

#### RESPONSIBLE TO:

The Chief Executive.

The Chief Executive, in consultation with the relevant Cabinet Member(s), is responsible for the performance management and review of assigned Heads of Service (and in line with Council policies and the conditions of service of the Joint Negotiating Committee for Chief Officers of Local Authorities).

#### RESPONSIBLE FOR:

The Head of Finance and Commercial Services is responsible for the following corporate functions:-

##### **Strategic Financial Services** including

- Treasury management
- VAT planning and management
- Medium term financial strategy planning
- Major capital programme planning

**Commercial**

- Major projects
- Property
- Strategic Procurement
- Health and safety
- Strategic contract management
- Insurance

**Revenue Services**

- Council Tax
- Benefits

**Internal Audit**

- Audit
- Fraud
- Risk Management

Managing and/or contributing to the management of a budget of £455,934,550

To take lead responsibility for the development, delivery and review of strategies in connection with the above functions, including:-

- Medium-Term Financial Strategy
- Procurement Strategy
- Risk Management Strategy

The performance management of Section Heads and Team Leaders in line with the Council's Performance Management Framework.

The management and development of the above functions. In conjunction with SMB, to bring together work programmes to deliver strategic objectives, priorities and service objectives.

Securing and managing resources to achieve strategic service and transformation objectives within the Council's agreed financial framework.

**KEY ACCOUNTABILITIES****Leadership**

To lead, manage and motivate officers within the functions within the remit to deliver efficient and effective public services in line with Council strategic and service objectives and the wider Government agenda.

To work with the Chief Executive, Corporate Director, and Heads of Service to ensure a consistent approach to the management of Council services and management of change.

To communicate the vision, culture and values and strategic priorities of the Council so that officers are engaged and motivated to deliver the Council's strategic and service priorities & objectives.

**Member Relations**

To develop and maintain effective working relationships with Elected Members, especially Portfolio holders and Cabinet members, so that they are well informed and involved.

## **Corporate Governance**

To advise the Members, Cabinet and Committees of the Council to ensure that policies are determined in a way consistent with the effective, financially prudent and legal authority of the Council and within the principles of sound governance.

## **Strategic Planning**

To contribute to the development and implementation of the Council's Corporate Plan (or other strategic plan as may be substituted) in line with Council's vision, values, resources and strategic priorities and objectives.

To ensure that senior Members and officers have prompt and sound advice on the financial and risk position of the Council to enable proper planning to take place.

Ensure that there is appropriate input from the above services into the development of Council strategies and implement agreed actions.

To contribute to and help to implement the Council's transformation programme

## **Financial Management**

To secure and manage resources to achieve strategic and service objectives and within agreed financial estimates and the Strategic Financial Plan.

## **Performance Management**

To ensure the efficient and effective management of resources to achieve strategic and service objectives within agreed resources.

To evaluate, review and report on the performance of the above functions.

## **People Management**

To establish an organisational culture that provides opportunities for staff development and encourages personal development, encourages and rewards high performance, provides managers with flexibility to meet their service needs within a common framework, promotes equal opportunities and fair treatment for all, promotes the Council's core values and provides excellent services valued by partners, Members, managers and officers.

To manage the above functions in line with the Council's Performance Management Framework and people management policies.

## **Organisational Development**

To support the Chief Executive, Corporate Director, Leader of the Council and Cabinet to organise and deploy resources to achieve strategic and service priorities and to:-

- Provide greater customer focus and joined-up delivery to customers through the use of e-commerce-type technology
- Enhance the services delivered to customers and to improve customer perception of the Council
- Enhance the internal services delivered to customers and to improve internal customer perception of those services
- Ensure that the Council achieves an appropriate rating in any external financial assessment as may be in force from time to time
- Become a more efficient and cost effective organisation.
- Deliver strategic and service objectives within agreed resources

**Community Leadership**

To work with Members of the Council to ensure that the local community is consulted and engaged in the work of the above functions and the issues facing the District.

To ensure that the needs of the local community are identified in the development of policies and services.

**External Relations**

To develop and maintain effective relationships with key partners and stakeholders in order to deliver excellent services for the people of Wycombe District.

**Other Duties**

To undertake any other duties commensurate with the level and expectation of this post (including emergency planning).

**Equal Opportunities**

To comply with and actively support the Council's equal opportunities policy and to ensure practices are consistently applied throughout the Council in employment and service delivery.

**Health & Safety at Work**

To have due regard to the responsibilities and duties set out in the Council's Health & Safety Policy in respect to personal and other peoples health, safety & welfare.

## **PERSON SPECIFICATION**

### **EXPERIENCE**

- Significant experience of senior management within a diverse organisation (preferably with experience within the public sector and local government) including advising elected Members on policy and strategy.
- A proven track record of successfully managing a corporate financial services function that has delivered effective performance.
- Experience of managing and developing staff, including the establishment of a positive performance culture, that has delivered effective performance and continuous service improvement.
- Experience of successful participation in corporate management and the development of corporate objectives, policies and strategies.
- Evidence of successful development and implementation of strategies, policies and practices that deliver high quality, customer focused services and translate organisational & service ambitions into real achievements.
- Evidence of successful leadership and management of a significant service development.
- A record of success in creating equality in service.
- Ability to effectively project manage complex and cross-cutting service developments, building consensus to deliver the outcomes to the Council's requirements.

### **QUALIFICATIONS**

- Degree level qualification
- Senior membership of a relevant professional body which enables the post holder to act as s.151 officer (CIPFA preferred)
- Post graduate management qualification (e.g. MBA) desirable
- Evidence of continued professional development

### **ABILITY, SKILLS & KNOWLEDGE**

- Ability to develop, communicate, persuade and gain ownership for a new clear vision and direction for the finance and commercial services function.
- Ability to think, plan and act strategically and corporately, with a creative approach to problem solving and delivery in demanding circumstances and with competing priorities.
- A clear understanding and knowledge of the working of local government including its legal, financial, social and political context.
- A clear understanding and knowledge of finance and commercial services responsibilities.
- Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences.
- Ability to communicate a compelling vision of what is to be achieved and how it is to be achieved
- Ability to lead, motivate and challenge others to achieve high performance.
- Ability to instil confidence and inspire others.
- Ability to build positive relationships, to influence and persuade others.
- Ability to build partnerships and productive working relationships with others (internal & external)

### **OTHER**

- Willingness to act flexibly, corporately and collaboratively
- An enthusiastic ambassador for the Council, its stakeholders and partners.
- Personal and professional credibility which will command the respect and confidence of Members, senior managers, staff, external partners and other stakeholders.
- A strategic thinker with a creative and innovative approach.
- A strong and effective manager, who leads by example and is an effective communicator, determined, positive and approachable.
- A robust individual, resilient enough to cope with the demands of the role.
- Highest standards of conduct and probity.