

JOB DESCRIPTION

Post Title: Director of Finance

Grade and Salary Scale: TBC

Department and Service: Finance

Responsible To: Chief Executive

Purpose of the Post:

This post is a member of the Council's Leadership Team, reporting to the Chief Executive, working collaboratively to ensure the Council's vision, goals and core values are translated into action.

Principal Responsibilities

1. The post holder's principal responsibility is to work collaboratively with colleagues and partners to ensure delivery of the Mayor's Vision and all the principal outcomes of the Council's Leadership Team.
2. The post holder is responsible for ensuring the financial assets and services and the physical assets of the Council, supports services in meeting needs whilst ensuring corporate financial probity.
3. The post holder is responsible for ensuring associated governance processes are robust and that organisational support arrangements meets the need of the wider Council.
4. The post holder also fulfils the statutory role of Section 151 Officer and has a direct line of reporting to the Chief Executive on such matters, when appropriate.

Main Duties

5. In respect of Financial Services, ensuring that the financial assets and services of the Council support services in meeting needs whilst ensuring corporate financial probity through:
 - Ensuring the integrity and efficiency of all related systems, processes and resources
 - Effective and accurate Financial Planning and Budget Setting across the council
 - Effective and accurate Budget Monitoring and Forecasting arrangements across the council
 - Ensuring Financial Probity and Value for Money across the Council
 - Effective Commissioning and Procurement arrangements across the Council
 - Effective Council Tax Collection and Benefit Payment arrangements
 - Management of Teesside Pension Fund arrangements
 - Management of the Teesside Designated Authorities Budget

6. In respect of other Finance Services, ensuring that the processes of the Council are robust and that our staff and organisational support meets the needs of the wider Council in relation to:
 - Commissioning and Procurement
 - Valuation and Estates
7. To put in place programme management arrangements that ensure ownership and delivery of the Council's savings requirement, currently through the Change Programme.
8. Representing the interests of the Council on external bodies and networks.

Corporate Responsibilities:

- In accordance with the Equality Act 2010 where a post holder is disabled, Middlesbrough Council will make every reasonable effort to supply the necessary employment aids, equipment or adaptations to enable employees to perform the full duties of the job.
- All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to employment issues and service delivery, and adhere to the policies of the Council relating to these issues in the performance of their duties.
- All employees are expected to respect all confidentiality and principles and practices of the Data protection Act.
- All employees are required to comply with Health and Safety policies and legislation.
- Middlesbrough Council is committed to continuous organisational employee development. The employee is required to participate fully in all initiatives which facilitate continuous improvement in both service quality and employee development and performance, including Investors in People.
- The above duties and responsibilities cannot totally encompass or define all tasks which may be required of the employee. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.

PERSON SPECIFICATION

For the purposes of recruitment and selection, you will be assessed against Our Values and the criterion which are marked as Essential / Desirable in the Qualifications and Knowledge & Experience section.

Our Values

Our Values are a critical element of our strategy to create a brighter future for Middlesbrough. They will be at the heart of everything we do and will be the foundation for how we operate, behave and make decisions. Having these values will help you be the best you can be and help Middlesbrough to grow and thrive.

PASSIONATE about Middlesbrough

- Believe in Middlesbrough
- Be proud to work for the Council
- Have a 'can do' attitude

INTEGRITY at our heart

- To be open, honest and transparent
- Communicate well with others
- Treat others with respect

CREATIVE in our thinking

- Always look to improve
- Find solutions to problems
- Positive to change

COLLABORATIVE in our approach

- Engage and consult with others
- Seek feedback from others
- Understand the needs of others

FOCUSSED on what matters

- Understand the Council's and my own priorities
- Put the customer first
- Deliver against expectation

Section 1	Essential X	Desirable X
QUALIFICATIONS:		
1. Educated to degree level or equivalent.	X	
2. Formal accountancy qualification and membership of a recognised professional accountancy body.	X	
3. Evidence of continuing professional and personal development.	X	
4. Management qualification or completion of a recognised management development/leadership programme.	X	
KNOWLEDGE & EXPERIENCE		
5. A successful background of consistent achievement at senior management level in a local authority or other large complex organisation.	X	
6. Evidence of establishing and leading a strong performance culture that involves setting and driving up standards.	X	
7. Significant involvement in the management of resources at a senior level and a successful track record of change management and strategy development.	X	
8. Experience of working within a political environment and working effectively with Members.	X	
9. Experience of successful partnership working with other organisations.	X	
10. Involvement with the media in the promotion and maintenance of the reputation of a local authority, major service or other large multi-disciplinary organisation.	X	
11. Experience of the promotion of equal opportunities and diversity in both employment and service delivery within a large and complex organisation.	X	
12. An understanding of the wider, social, political and economic environment and their impact on the issues, implications and challenges facing local government.	X	
13. Ability to lead and deliver a range of key organisational projects and initiatives.	X	
14. Be financially and commercially aware with strong analytical skills and creative approach to problems solving.	X	
15. Excellent financial planning, strategic budget management, risk management and project management skills.	X	
16. Ability to provide practical and creative solutions to government and legislative demands as well as to corporate and strategic problems.	X	