



Protecting local
communities

VACANCY

Job Title: Head of Finance and Procurement

Hours: 37 hours per week

Salary: £43,662 - £47,847 (starting salary £43,662)

Location: Training and Administration Hub, Queens Meadow Business Park, Hartlepool.

Cleveland Fire Brigade has an exciting opportunity for a talented, influential and experienced Head of Finance and Procurement with a passion for developing, implementing and delivering key organisational strategies.

If you are comfortable working in a fast paced organisation during periods of organisational change with the ability to lead with confidence and influence at a senior level we would love to hear from you.

The Role

This role is responsible for providing leadership and management of the Brigade's finance, procurement and payroll services. Reporting to the Director of Corporate Services, you will contribute to our strategic goals by shaping and driving the finance agenda, through departmental strategies as well as ensuring efficiencies and quality service at all times.

Required Skills/Experience:

- An experienced Head of Finance, Procurement and Payroll with full CCAB membership, preferably CIPF.
- Experience of managing and leading a team, with responsibility for both people and process preferably within a public sector or complex organisation.
- Experience of complex stakeholder management and finance specialists.
- Experience of working effectively in a complex finance environment.
- Experience of revenue and capital budget setting and management.
- Experience of producing statutory accounts.
- Experience of providing financial advice and guidance that adds value.
- Experience of modern public sector procurement and the national efficiency and procurement agendas.

Closing Date: 18 July 2019



Personal Role Profile

Role Title:	Head of Finance and Procurement	Reporting To:	Director of Corporate Services
Location:	Brigade Headquarters	Role/Grade:	Grade I
Purpose of Role:	<p>To provide payroll, accountancy and financial management services in accordance with the Local Government Act and the Accounts and Audit Regulations and to ensure that the legal, statutory, constitutional, financial and contractual procedure rules and requirements are satisfied.</p> <p>To provide procurement services in accordance with EU Directives, UK Procurement Law, Fire & Rescue Services National Procurement Strategy and the Authority's Contract Procedure Rules.</p>		

Key Responsibilities

Management

1. Manage the Finance and Procurement Team.
2. Deliver the Finance and Procurement Internal Operating Plan.
3. Maintain and develop service standards and performance measures for the Finance, Payroll and Procurement Services.
4. Analyse costs of Finance and Procurement services and ensure value for money, through comparison with other similar services.

Financial Management and Payroll

5. Provide financial advice to the Executive Leadership Team to support strategic decision making.
6. Monitor processes to ensure adherence to Financial Regulations and Standing Orders in accordance with the Local Government Act 1972, Local Government Finance Act 1988 and the Audit and Accounting Regulations 1996.
7. Provide reports/information via the computerised financial systems for use by Budget Holders and to report to the Treasurer and Members of the Fire Authority.
8. Prepare revenue and capital budgets and progress reports against these to ELT and the Fire Authority.
9. Review the Authority's charges for goods and services.
10. Prepare and manage the Brigade's published Financial Reports and Accounts.
11. Construct, maintain and close annual budgets.
12. Collect monies due and manage the Brigade's debt.
13. Pay creditors, suppliers and employees in line with the Late Payment of Debts (Interest) Act 1998.
14. Provide a payroll service to the Brigade.
15. Ensure data quality in all financial systems.
16. Liaise with the Treasurer as required by CFO in relation to strategic financial matters.
17. Prepare financial papers/reports for ELT and/or the Fire Authority.
18. Liaise with Legal and Insurance Service Providers to ensure compliance with legal and insurance issues.

Audit

19. Maintain a current audit process in accordance with statutory requirements as defined by the CIPFA Best Practice Guidelines.
20. Monitor and ensure delivery of the internal audit plan and any related action plans prepared by the Treasurer and approved by the Fire Authority or its Committees.
21. Respond to areas for improvement relating to financial management identified through external audits.
22. Co-ordinate the Brigade's financial or corporate governance assessments and any associated improvements.

Procurement

23. Develop and maintain a Procurement and Supplies Framework for the Brigade including a Policy, Strategy and Procedure.
24. Advise and guide Brigade Officers on all procurement related topics including tendering processes, option appraisals, tender evaluation, contracts and contract management.
25. Ensure that procurement processes are applied in accordance with legislation and the Fire Authority's Standing Orders, Financial and Contract Procedure Rules.
26. Organise, manage, review and evaluate suppliers; and supplies and services contracts for the Authority.
27. Manage and review purchasing arrangements, develop the Authority's Contract Register and lead on a work programme of contract aggregation to provide economies of scale and lower unit costs to achieve targeted savings.
28. Sign contracts and purchase orders up to a value of £80,000.
29. Review and implement changes to the Authority's Contract Procedure Rules and communicate such changes by means of guidance notes to Brigade Officers ensuring that best practice is achieved.
30. Participate in and support the development and implementation of e-procurement solutions, including e-market place, e-tendering and the Brigade's Financial Management System.

Corporate

31. Take reasonable care of own health and safety and co-operate with management, so far as is necessary, to enable compliance with health and safety policies and legislative requirements.
32. Promote equality and diversity including implementing and communicating the organisation's values and expectations.
33. Apply Best Value and continuous improvement principles into organisational functions and activities.
34. Ensure that self and directly managed staffs continually develop to improve organisational performance.
35. Attend external bodies, national committees or working groups as required.
36. Network with peers and central bodies to capture and learn from good practice.
37. Take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure.
38. Maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role.

Uniform

39. The person appointed to this post is required to wear the Brigade's 'Office Wear' uniform in line with the Brigade's Dress and Appearance Policy.

Role Map of National Occupational Standards	Nos	Modules
Implement organisational strategy	EFSM6	003 to 007
Implement and manage change in organisational activities	EFSM9	011,012, 014
Plan and implement activities to meet service delivery needs	EFSM10	021 to 022
Determine effective use of physical and financial resources	EFSM11	024 to 033
Select required personnel	EFSM13	035 to 039
Manage the performance of teams and individuals to achieve objectives	EFSM14	041 to 044
Develop teams and individuals to enhance work based performance	EFSM15	048 to 050
Manage yourself to achieve work objectives	EFSM16	053 to 062
Advise on development and implementation of quality policies	EFSM17	082 to 088
Implement quality assurance systems	EFSM18	090
Monitor compliance with quality systems	EFSM19	
Develop information systems to support service delivery objectives	EFSM22	
Agree project plan to meet specific objectives	EFSM23	
Co-ordinate projects to achieve objectives	EFSM24	
Develop solutions to problems	EFSM25	
Cleveland Fire Authority Vision Statement		
'Protecting local communities'		
Cleveland Fire Brigade Values		
<p>Protect – putting safety first. Protect ourselves, the community, the organisation and the environment from all avoidable harm.</p> <p>Respect – respect ourselves; our colleagues; our community; our heritage; our property; our organisation and our environment.</p> <p>Improvement through learning – learning from our own and others experiences to continuously improve service delivery.</p> <p>Demonstrate efficiency – doing the right things well by maximising the use of resources, being financially prudent and achieving continuous improvement.</p> <p>Engagement – understand and engage our communities in order to provide the most appropriate range of services to significantly contribute to improving their quality of life.</p>		
Strategic Priorities		
<p>*Safer Communities *Children and Young People *Healthier Communities *Neighbourhoods and the Environment</p> <p>*Employer of Choice *Community Engagement and Partnerships *Diversity *Improvement and Value for Money</p>		

Personal Qualities and Attributes (PQAs)

Commitment to Diversity and Integrity Promotes and manages diversity and demonstrates a fair and ethical approach in all situations

Openness to Change Proactively supports change, seeking opportunities to promote improved organisational effectiveness

Confidence and Resilience Consistently projects and promotes a confident, controlled and focused attitude in highly challenging situations

Working with others Leads, involves and motivates others both within the Fire & Rescue Service and in the community

Effective communication Communicates effectively, both orally and in writing

Commitment to Development Committed and able to develop self, individuals and teams to improve organisational effectiveness

Problem Solving Understands and applies relevant information to make appropriate decisions which reflect key priorities and requirements

Situational Awareness Maintains an active awareness of the environment to promote safe and effective working

Commitment to Excellence Leads groups to achieve excellence by the establishment, maintenance and management of performance requirements

Planning and implementing Creates and implements effective plans to deliver a range of organisational objectives

Political/Organisational Awareness Recognises the potential/political impact and implications of actions from a strategic perspective

Signatures

Approved by: Line Manager		Date:	
Agreed by: Post Holder		Date:	
Authorised by Head of L&D		Date:	

CLEVELAND FIRE BRIGADE

PERSONAL SPECIFICATION – HEAD OF FINANCE & PROCUREMENT

	Essential	<i>How Measured</i>	<i>Desirable</i>	<i>How Measured</i>
Qualifications/ Attainments	<ul style="list-style-type: none"> Professional qualification CCAB (Consultative Council of Accountancy Bodies), qualified CIPFA (Chartered Institute of Public Finance and Accountancy) preferred. 	<ul style="list-style-type: none"> Application Form; Certificates 	<ul style="list-style-type: none"> Relevant business degree. CIPS qualified. 	<ul style="list-style-type: none"> Application Form, Certificates;
Experience and Knowledge	<ul style="list-style-type: none"> Senior management experience across a range of finance disciplines. Experience of managing and leading a team with responsibility for both people and process preferably within a public sector or complex organisation. Experience of Revenue and Capital budget setting and management. Experience of producing statutory accounts. Understanding of modern public sector procurement and the national efficiency and procurement agendas. Significant change management experience. Knowledge of relevant UK and EU legislation relating to procurement and public sector procurement principles. Understanding of financial regulations and statutory requirements. Knowledge of payroll, pension and insurance principles. Understanding and experience of developing sustainable procurement and e-procurement techniques. Computerised financial systems. 	<ul style="list-style-type: none"> Application Form, Interview; 	<ul style="list-style-type: none"> Experience of leadership and management in an operational service environment. Experience of working with senior management to deliver organisation wide outcomes. Experience in local government and/or fire and rescue service management. Experience of meeting statutory requirements within a legislative framework. Experience of Section 151 officer duties. 	<ul style="list-style-type: none"> Application Form, Interview;
Skills and Competence	<ul style="list-style-type: none"> Excellent literacy and numeracy. Ability to plan , direct and evaluate performance. Understanding of the political and economic environment of a public 	<ul style="list-style-type: none"> Application Form, Interview; 	<ul style="list-style-type: none"> Knowledge of the leadership and management requirements of working in a modern and fast changing environment Knowledge of working with external stakeholders including politicians and 	<ul style="list-style-type: none"> Application Form, Interview;

	<p>service.</p> <ul style="list-style-type: none"> • Awareness of business concepts including risk, financial and performance management and organisational effectiveness. • Highly developed influencing ability and skills tuned to achieving change, often through negotiation and persuasion. • Ability to analyse financial data, identify trends, prepare reports and present information to a non-financial audience. • Ability to effectively manage competing priorities. • Comfortable working under pressure and to tight deadlines with strong problem solving skills. 		<p>external service providers</p> <ul style="list-style-type: none"> • Contract management skills. 	
Personal Qualities	<ul style="list-style-type: none"> • Recognises the importance of individual and team wellbeing. • Recognises the importance of inclusivity so that individuals are not isolated. • Confident to challenge and act promptly to address instances of bullying, harassment or discrimination • Ability to engage with people to champion new ideas and encourage innovative solutions. • Ability to provide constructive feedback in a supportive way. • Ability to deliver organisational messages positively, even in difficult circumstance. • Able to lead by example whilst recognising the importance of being a team player. 	<ul style="list-style-type: none"> • Application Form, Interview; 		
Other Requirements	<ul style="list-style-type: none"> • Commitment to Equality & Diversity • Commitment to Health and Safety. • Commitment to promote a culture of health and wellbeing. • Required to attend external meetings. • Successful post holder will be subject to an enhanced Disclosure Barring check prior to appointment. 	<ul style="list-style-type: none"> • Application Form, Interview; 		