

NORTHUMBERLAND COUNTY COUNCIL

PART A: SENIOR MANAGEMENT JOB DESCRIPTION

DIRECTORATE:	Corporate Leadership Team
SERVICE:	Corporate Management
JOB TITLE:	Executive Director of Finance (Section 151 Officer)
GRADE:	Band 18
RESPONSIBLE TO:	Chief Executive (Head of Paid Service)
RESPONSIBLE FOR:	Functions relevant to Financial Services, Strategic Finance. Pensions and other corporate services following discussion with the postholder.
Employees:	Heads of Service and other employees as required related to Finance and other responsible services including all other staff indirectly
Employee number:	Approximately 400
Budget:	In excess of £500m
Other Resources	External audit and property/facilities management.

JOB PURPOSE:

Be the statutory Section 151 Officer for the council and provide strategic leadership, management and advice on all financial related services and issues.

In conjunction with the Chief Executive, Executive Directors and Heads of Service, provide strategic direction for the Executive Management of the Council.

To provide strategic leadership, management and advice on all Council and specifically finance related issues.

To provide strategic oversight and co-ordination of all activities and issues within the Council and specifically finance including the application of the Section 151 officer role, ensuring that the relevant Committees and Political delegation arrangements function effectively for the good of the Council as a whole.

KEY STATUTORY/STRATEGIC RESPONSIBILITIES:

To discharge effectively all relevant responsibilities relating to the finance functions of the council and the Trust, including all responsibilities attached to the statutory post of the Section 151 Officer.

Build effective and constructive relationships with key stakeholders and partners in order to promote successful partnership arrangements within Northumberland and relevant partner organisations.

Ensure effective mechanisms for establishing and monitoring high standards and effectiveness of all aspects of relevant service provision. Ensure that robust Finance, Audit, Health and safety and Scrutiny arrangements are in place (subject to agreement of portfolio).

To help ensure the delivery and co-ordination of excellent customer service across the whole council.

PRINCIPAL ACCOUNTABILITIES

1. Provide strategic management and professional advice to the Council (Head of Paid Service) on all matters of strategy and policy relating to finance. Ensure that all relevant Strategic Plans, policies and statutory requirements are effectively developed and implemented.
2. Ensure the provision of timely and accurate advice and information to the Council, relevant political management and the Head of Paid Service, on the development and review of policies and strategies related to the Council and specifically finance. Ensure that these are integrated with the Council and Partner Agencies' strategies.
3. Determine the most effective utilisation and deployment of resources (Human, Physical and Financial) within the Council and specifically finance in order to implement the Council's priorities and statutory responsibilities within allocated budgets in an imaginative and innovative way.
4. Ensure the provision of robust mechanisms for establishing and monitoring the standard and effectiveness of Council related strategies, policies and practices.
5. Establish and maintain effective management and communication systems and processes within the Council and, in conjunction with senior colleagues, ensure that employees at all levels are fully aware of their respective roles, functions and responsibilities and changes to legislation or Council policies.
6. Provide strategic leadership and direction to managers so as to promote Executive and Financial Management initiatives and systems. Promote the support and development of staff through appraisal, training and development programmes. Promote and maintain a positive relationship with all employees and their respective trade unions in the interests of developing a climate of harmonious and constructive employee relations.
7. Actively promote the role of the Council in relation to all activities and policies at local, regional and national level as appropriate.
8. Ensure effective joint working and planning with all relevant external agencies, so as to maximise the Council's function and influence in relation to all aspects of provision.
9. As a Member of the Corporate Leadership Team, take a lead role in establishing the future direction and shape of the Council.
10. Promote good relations with all other services of the Council with a view to achieving the most effective deployment of resources and to achieve a co-ordinated approach to the development and provision of Council Services.
11. Show competence in all elements of the Council's competency framework
12. Any other duties consistent with the nature, level and grade of the post as may be assigned.

NORTHUMBERLAND COUNTY COUNCIL
PART B: SENIOR MANAGEMENT PERSON SPECIFICATION

DIRECTORATE:	Corporate Leadership Team
SERVICE:	Corporate Management
JOB TITLE:	Executive Director of Finance (Section 151 Officer)
GRADE:	Band 18

Qualifications

- Masters level degree or an equivalent portfolio of experience within relevant professional field.
- Qualified accountant e.g. CIPFA, ACCA, CIMA with valid professional registration.
- Evidence of recent relevant Senior Management & Leadership Training and application.

Experience, Knowledge and Skills

- Recent extensive experience and consistent achievement at a senior management level within an organisation of comparable scope and complexity.
- Experience of successful strategic financial management and a proven track record of leading in the formulation and delivery of strategic objectives and policies within a large, multi-disciplined organisation.
- A demonstrable track record of leading and managing multi-disciplinary teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners.
- Extensive experience and demonstrable success in the generation and management of major organisational and cultural change and of securing the support of others in the process.
- Extensive experience of executive management within a comparable organisation.
- A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.
- Evidence of success in building and enhancing the reputation of an organisation with external bodies and the media.
- Thorough knowledge and understanding of relevant service legislation, best practice and contemporary issues.
- Financial and commercial awareness, with strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems.
- Outstanding interpersonal and communication skills to relate effectively to, and command the respect trust and confidence of employees, Council Members, the community and other stakeholders.

Motivation

- An inspirational, motivational, enthusing leader with a clear vision for Services with high levels of energy, stamina and resilience.
- Fully committed to the principles and values underpinning the Council
- A strong Executive orientation and a commitment to tackling issues in a non-departmental manner.
- Personality, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners and other stakeholders.

