Job Title: Director of Finance   
Grade: Salary plus car allowance

GRADE xx

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Our aim within the Finance Directorate is to provide a range of services including

high quality, strategic, professional advice to the Council in formulating, challenging and delivering key financial policies and strategies including the Medium-Term Financial Strategy (MTFS) and the budget. It has responsibility for developing corporate standards in relation to financial management and control and ensuring that they are observed throughout the organisation. The Service ensures that effective systems of audit and internal control are in place within the Council, and that there is an effective internal Audit Function that has the right of independent access to Officers and Members. It is also has responsibility for the council and pension fund treasury management arrangements.

Reporting Relationships

Responsible to: Chief Executive and The Council

Responsible for:

* Assistant County Treasurer
* Accounting Services Manager
* Head of Audit and Financial Services Audit
* Corporate Finance Manager
* AD Treasury & Pensions

Dimensions of Role:

**Statutory Chief Officers Responsibilities -** Statutory officer under s151 of the Local Government and Finance Act, 1988

Section 151 Officer functions also include the Accountable Body for the Midlands Engine (the sub-regional body for the economy and infrastructure of the East and West Midlands), as well as for the Staffordshire and Stoke on Trent Local Enterprise Partnership

**Key Relationships:** Cabinet, Senior Leadership Team, County Councilors and elected members, District/Boroughs and Stoke on Trent City Council

**Total number of employee contracts reporting to role** - circa 280

**Annual Budget Accountability -**

**Service Responsibility – £9.8m**

**Pensions Responsibility - £6b**

**Council Responsibility - £532.1m revenue, £132m capital**

**Political Restriction:** This position is considered as a Politically Restricted Post under the Local Government and Housing Act 1989 and subsequent amendments introduced by the Local Democracy, Economic Development and Construction Act 2009.

Role Purpose

Staffordshire’s County Council Director of Finance is a leader across Staffordshire, who is accountable for influencing, leading, and managing resources to deliver better outcomes for Staffordshire residents

Key Accountabilities:

**1.** The Director of Finance is the Council’s Chief Financial Officer and Advisor. The postholder is the Council’s Statutory Officer under section 151 officer of the Local Government 1972 and section 114 of Local Government Finance Act 1988 and has the statutory responsibility for the proper administration of the Council’s financial affairs. In this regard the post holder has direct accountability to the Council.

2. Acts as accountable body for the Midlands Engine and the Staffordshire and Stoke on Trent Local Enterprise Partnership to ensure that both have good financial governance in place and are financially viable and sustainable. In turn acts appropriately as an Ambassador and Influencer to help bring benefits, resources and opportunities for Staffordshire and Staffordshire County Council.

3. As part of the Senior Leadership Team works with and supports Elected Members, and public, private and third sector partners and communities across the county, to harness the whole of Staffordshire’s resources to deliver an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

4. Provides effective, timely and well judged strategic advice and guidance to Elected Members acting as lead adviser to the Council and Chief Executive on Finance related issues.

5. Takes prime responsibility for the development and effective delivery of all financial strategies, including the MTFS, treasury management and pensions to ensure that value for money for the council is achieved.

6. Provides the corporate leadership necessary to ensure that the County Council has good financial management, governance and control arrangements in place that enhance, support and protect the Council’s reputation as a democratically elected and member-led body fulfilling major statutory responsibilities and exercising powers of regulation and taxation.

7. Meets the real needs of citizens and delivering Staffordshire’s strategic plan by providing financial insight / analysis and intelligence, and horizon scanning to identify potential opportunities, threats and risks that may arise.

8. Creates powerful and influential relationships (partners – public, private, third sector and communities and customers), that leads to a shared sense of purpose and responsibility for delivering better outcomes.

9. Develops and ensures effective performance management and review of all activities within the Finance agenda, and effectively work across all partnerships

10. In conjunction with others, effectively develop medium and long-term strategies that enable Staffordshire to strengthen its position as a great place to live and work for the benefit of all its communities and citizens.

11. Acts as a role model, creating a Member and officer leadership culture of ambition, courage and empowerment, which leads to innovation and change achieved through a leadership style which encourages home-grown thinking, testing and external scanning and continuous improvement.

12. Promotes the role of local democracy by actively engaging local members in the shaping of strategies and the outcomes to be delivered.

13. Delivers a well-run council through robust delivery, prioritisation, risk management, governance, and oversight of all resources (finances and people) in line with statutory, financial planning, regulatory, constitution requirements and best practice frameworks.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Degree or equivalent level qualification or experience * CIPFA or recognised alternative professional qualification | A  A  A |
| **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_small** | **Knowledge and Experience**   * Significant experience of developing strategic leadership, vision and sense of purpose to elected members and, or equivalent boards. * Substantial experience of creating and maintaining **effective and influential partnerships** that deliver better results with fewer resources * Substantial experience of leading **significant transformation and cultural change through a diverse** set of stakeholders across a complex / large organization and partner organisations * Substantial experience of defining, promoting or delivering a **programme of ongoing productivity improvements** within an organisation * **Significant evidence of the successful application of financial, commercial and business acumen** which delivers outcomes in the long term, whilst meeting the short to medium financial plan and priorities of the organisation * A demonstrable track record of **identifying and building new capabilities** and ways of working that are commercial, focused on behavior change, demonstrate value for money and citizen focused * Evidence of moving from **thinking to action quickly**, demonstrating appropriate balance between risk and opportunity * Demonstratable experience of working successfully within a political context and governance framework. * Proven track record of running large/complex functions covered by Finance | A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I |
| **employer_small**  **employer_small** | **Skills**   * **Intellectually curious, they demonstrate innovation and continuous improvement** through external awareness, continually looking in new places for solutions * Has a **significant focus on prioritising along with embedding and evaluating progress** routinely and regularly * Sets, monitors and **delivers on ambitious targets / goals and holds people to account for delivery** * Understands how to analyze and **harness data and technology** to deliver improved engagement, involvement, efficiency and behavior change, and understanding of residents * Understands how to **build and maintain the reputation of an organisation**, locally, nationally and internationally, to deliver tangible benefits for residents and successful local and national media management as required * **Creates and harnesses the hearts and minds of others**, at all levels to the vision and outcomes of the organisation – creates ‘followership’ * **Flexible, empowering and adaptive leadership approach that is genuinely interested and curious about** others and what motivates / drives people * **Intellectual rigour,** which is used to ‘cut through the noise’ to **identify what the ‘real’ priorities** are and harnesses key talent and capacity to deliver this * **Invigorates and refreshes people** through continuous transformation maintaining momentum and passion over the long term * **Visible presence and influence in the places that matter most**, to secure outcomes * **Creates collaboration and commitment, through a diplomatic and engaging** style balancing **consequence appropriately** * **Believes in the art of possible**, not the actions of the past – * Secures **the trust and confidence** of others by translating ambiguity and uncertainly into **deliverable plans and priorities**, actively challenging others to be their best all of the time, **accepting failures and success as learning**   This post is designated as a casual car user | A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**