

# Job title: Assistant Director of Finance – Business Partnering (Deputy section 151)

## Grade 16

### **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, flourish and contribute to our ambitious plans. Our values are at the heart of 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**

The Finance Directorate is responsible for the delivery of a range of finance related activities including Corporate Finance, Treasury Services, Internal Audit, Pensions Services, Accounts Payable, Account Receivable, Adults and Children's Financial Services, Financial Systems and Risk Management. Finance are also responsible for the development and delivery of the Medium

Term Financial Strategy, financial planning, financial advice, financial governance and treasury strategies. All that we do focuses on ensuring financial resilience, financial control and helping the council to live within its means and ensuring the pension fund delivers its objectives.

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.

## **Reporting Relationships**

**Responsible to: Director of Finance**

**Responsible for: Strategic Finance Business Partners and direct reports within Nexxus**

### **Key Accountabilities:**

1. To provide clear and timely operational and strategic financial advice, guidance and support to the Director of Finance (& S151 Officer), elected members and colleagues, as appropriate, and contribute to corporate policy and strategic decision making.
2. To act as Deputy S151 Officer, alongside the Chief Accountant, deputising for the Director of Finance as required to fulfil the statutory obligations of the County Council.
3. To raise awareness through business partnering, of the need for financial responsibility for improving outcomes and sharing information with all employees providing services and leading the development of medium-term financial strategy options for all services.
4. To support the Director of Finance to translate strategic vision and priorities into operational plans, monitoring their progress on a regular basis, identifying exceptions.
5. To work with colleagues to identify and determine the best possible models of service delivery, which deliver high quality outcomes and performance and a high-quality customer experience.

6. Promote effective decision making with regards to council resources, by providing tools to assist, including; evaluations of reserves, contingencies, debts, financial and operational risk.
7. To provide professional leadership within Finance, as a senior member of the finance team, set clear objectives and expectations in line with the corporate vision; providing challenge and leadership across the team, providing financial reporting and linking financial information to outcomes in order to drive effective decision making.
8. To support the Director of Finance to develop/negotiate joint approaches to local service planning and delivery in partnership with all relevant internal and external services providers and regional and national bodies. Including engaging with and influencing partner organisations to maximise the impact of public funding on achieving the joint strategic outcomes
9. To lead, manage and direct the Decision-Making Support Team, ensuring all staff are developed, empowered and supported to enable them to deliver services to the required standards
10. To provide strategic financial support and advice and act on behalf of the Director of Finance to the Stoke and Staffordshire Local Enterprise Partnership, Midlands Engine, and other relevant partnerships.
11. To act as the Board Finance Director on the SCC Local Authority Traded Company (NEXXUS), and any other companies as required to fulfil the objectives of the county council and to act independently on behalf of the company.
12. To foster a cross Council culture by ensuring the overall vision, ethos and values are central to the use of resources through introduction, development and application of appropriate organisational development strategies and delivery plans, including developing a positive working environment and support the empowerment of managers and staff to operate within a culture of accountability and shared responsibility for delivering the best possible outcomes
13. Influence internal/external partner stakeholders at a senior leadership team level and/or through members/portfolio leads, as a

'peer' acting in a 'client' type approach, ensuring the organisation makes the right decisions to achieve its outcomes. Including monitoring and challenging the financial aspects of procurement, tender specifications, partnership arrangements and evaluation of contract outcomes to achieve value for money.

14. Lead the provision of strategic financial insight including commercial thinking and environmental analysis in shaping organisational strategy and major transformations to achieve corporate outcomes; generating options or scenarios as required ensuring value for money, return on investment, income generation, market analysis, supplier assessment, investment appraisal and robust business cases.
15. Accountable as the 'finance expert' to oversee the strategic finance business partners role in cross functional working groups, set up to lead on strategic project work to realise MTFS savings recognising this may impact on the whole workforce/conflict with different functional priority outcomes. Including working with strategic leaders in analysing major business cases, to ensure that rationale, evidence options and impact are realistically addressed.
16. Accountable for the setting and management of budgets with strategic leads and members for a wide and complex range of activities, including high value, high risk services, partnerships, multi-agency and joint ventures, to ensure achievement of strategic business plan outcomes to identify risks, opportunities and potential efficiency savings, including holding strategic leaders and members to account for budget management and outcomes, providing strategic challenge and supporting evidence to Commissioners or strategic leaders

### **Dimensions of the Role**

- Total number of employees reporting to role: 31.27 (fte)
- Direct reports : 3 (headcount)
- Indirect reports : 37 (headcount)
- Annual Budget Accountability: £18m

**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

Minimum Criteria for Disability Confident  Scheme *	Criteria	Measured by
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>• Membership of a CCAB body, preferably CIPFA.</li> </ul>	A
  	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Substantial post qualified experience, including responsibility for delivery of high-quality financial services at a strategic level through a team.</li> <li>• Experience of influencing strategy at a senior level through stakeholder engagement, both internally, externally and through members</li> <li>• Experience of formulating and implementing financial strategies in conjunction with members, directors, and/or strategic commissioners.</li> <li>• Experience of supporting on programmes of corporate and transformational change which had a major impact on staff and processes and achieved significant budget savings.</li> <li>• Broad understanding of service delivery models, concepts and principles gained through extensive business exposure in a diverse range of organisations or services.</li> <li>• Experience in delivering best value through innovative, integrated, client and community focused service provision whilst promoting equal opportunities.</li> <li>• Experience of developing effective working relationships with diverse stakeholders and operating and negotiating with outside agencies.</li> <li>• Experience of strategic management and achieving sustainable improvements with the ability to translate strategic objectives into operational plans.</li> <li>• Experience of effective budget management at a high level and accountability for strict monitoring and best use of resources.</li> <li>• Experience of supporting strategic priorities by applying commercial and business acumen, providing challenge and commercial perspective in strategic analysis and decision making at a strategic level.</li> </ul>	A & I  A & I  A & I A & I  A & I  A & I A & I A & I  A & I A & I



	<ul style="list-style-type: none"> <li>• Thorough understanding of the statutory and regulatory framework which guides local government / public sector including accounting standards and modern budgeting and financial management tools and approaches.</li> <li>• Understanding of the national and local financial and legal framework (statute, codes of practice and other rules in respect of Local Government Finance) within which local authorities operate.</li> <li>• Experience of analysing the external business and economic environment to inform strategic financial planning and resource allocation.</li> <li>• Awareness of significant issues facing local government, particularly those involving significant financial implications.</li> <li>• Evidence of maintaining personal professional development in accountancy practice and techniques and supporting that of colleagues.</li> <li>• Knowledge of corporate and commercial governance systems.</li> </ul>	<p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p>
  	<b>Skills</b> <ul style="list-style-type: none"> <li>• Able to provide others with a clear direction, inspires, leads, motivates and empowers others.</li> <li>• Ability to think and work strategically and provide strategic challenge to others;</li> <li>• Ability to set and develops strategies; initiates and generates activity and introduces changes into work processes.</li> <li>• Demonstrates Initiative, resourcefulness and resilience</li> <li>• Ability to be analytical and to think laterally and creatively to solve complex problems and challenges.</li> <li>• Ability to effectively develop, monitor and constructively challenge financial strategies; makes quick clear decisions which may include tough choices or considered risks.</li> <li>• Ability to build strong influential relationships with strategic leaders and a variety of stakeholders at all levels including elected members, customers, staff and partners; communicates well with people at all levels and builds wide and effective networks of contacts.</li> <li>• Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others and makes a strong personal impact on others.</li> <li>• Ability to maintain standards within the finance community by implementing benchmarking and best practice.</li> <li>• Upholds public service ethics and values; demonstrates integrity; promotes and defends equal opportunities, has a personal and professional commitment to trust, builds diverse teams; encourages organizational and individual responsibility towards the community and the environment.</li> </ul>	<p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p>

	<ul style="list-style-type: none"> <li>• Maintains a positive outlook, adapts to changing circumstances, accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; remains calm and focused; shows an interest in new experiences and challenges.</li> <li>• Ability to lead, empower and motivate others, inspire change and improvement; delegate and manage resources and people.</li> <li>• Ability to plan, manage and deliver programmes of work on time and to specification, and to keep abreast of new and innovative approaches in accounting and financial management.</li> <li>• Ability to communicate complex technical information clearly and simply in written reports or presentations.</li> <li>• A high level of interpersonal and negotiating skills, including evidence of interaction with senior managers and external agencies.</li> <li>• Ability to inspire confidence and engender consensus and commitment among members, strategic leaders and colleagues.</li> <li>• Political awareness and sensitivity coupled with a high degree of integrity and professional standards.</li> <li>• Ability to utilize ICT and digital technology to a competent level and to lead staff in finding efficient ways to fulfil their roles</li> </ul> <p>This post is designated as a lease car user and attracts an annual allowance.</p>	A & I  A & I  A & I  A & I  A & I  A & I  A & I
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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 **Shared Services on 01905 947446**