

| |
|---------------------------|
| Job Description V1 |
|---------------------------|

| |
|--|
| Post Details |
| Post Title: Director of Finance Department: Corporate Resources & Support Vacancy Number: D1017/10461 Closing Date: 12 March 2012 17:00 |

| |
|--------------------------------------|
| Overall Purpose for this Post |
| Post Details |

| |
|--|
| Major Objectives |
| Objective |
| SERVICE SPECIFIC RESPONSIBILITIES: |
| 1. To lead the management, development, performance and continuous improvement of all Finance services and related activities, including Accountancy; Divisional Finance Services; Financial Control; Revenues & Benefits; Strategic Procurement and Risk Management Services. |
| 2. To provide accurate, timely and relevant financial and procurement advice to the City Mayor, Mayoral Team, Elected Members, the Head of Paid Service, and the Senior Management Team including legislative changes and best practice/innovative approaches to budgetary and financial management. |
| 3. To contribute to ensuring that the Council has a coherent and comprehensive strategy on financial and physical resources which anticipate future needs. |
| 4. To develop and maintain a strategic overview of the Council's budgetary position throughout the year and provide effective professional advice as needed. |
| 5. Provide sound advice on potential measures to deal with significant budgetary pressures facing the council. |
| 6. To act as the authority's statutory finance officer under S.151 of the Local Government Act 1972. |
| 7. To devise, promote, review and update the Council's overall financial strategy and policies. |
| 8. To act as principal financial adviser to the City Mayor, Mayoral Team, Elected Members the Head of Paid Service and Senior Management Team. |
| 9. To ensure the Council has effective arrangements for budget management and financial administration. |
| 10. To ensure the Council has an effective Strategic Procurement capacity. To use this capacity to further ensure that the Council's procurement activity contributes significantly to its savings, climate change and supporting local business agendas. |
| 11. To establish and control an audit programme that ensures compliance with professional standards. |
| 12. To oversee the Council's policy for treasury management and investments. |
| 13. To oversee the council's arrangements for risk management and ensure effective insurance cover. |
| 14. To carry out additional responsibilities and projects as assigned by the City Mayor, Deputy City Mayor and the Head of Paid Service. |

| |
|---|
| Summary of Job Tasks |
| Task |
| KEY CORPORATE RESPONSIBILITIES: |
| 1. To support the City Mayor, Mayoral Team, and the Head of Paid Service to deliver the vision and preferred direction of travel for the City and the Council, and to provide clear and visible leadership to the division when doing so. |

| |
|--|
| 2. To be accountable for the effective planning, organising, delivery and continuous improvement and efficiency of the division, its resources and allocated budgets, through divisional service delivery, efficiency and improvement plans as required. Services must be driven by quality and customer focus and be determined by the needs of the people and different communities of the City. |
| 3. To work with the City Mayor, Mayoral Team, the Head of Paid Service and Senior Management Team as required to develop and implement strategic programmes of activity, ensuring where necessary the operational alignment of services, to increase outcomes in the priority areas for the Council and the Leicester Partnership and ensure operational alignment of services. |
| 4. To develop and promote strong partnerships with local residents, local businesses and voluntary and community sectors for the benefit of the City, to improve the quality of life of local people and to support the regeneration of the City, the Council and the effective delivery of services. |
| 5. To support the City Mayor, Mayoral Team, the Head of Paid Service and Senior Management Team to ensure effective partnership working across all Council services and external partnerships in order to meet customers' needs, deliver corporate strategies and achieve local objectives. |
| 6. To be responsible for the implementation of the individual performance management process within the division, and as Line Manager to be responsible for performance management and developing the capability of Heads of Service and other direct reports. |
| 7. To ensure positive internal and external communications on divisional services, performance and initiatives, seeking and giving feedback to customers, partners and other stakeholders where necessary. This should be done in collaboration with relevant other Directors. |
| 8. To ensure, with the City Solicitor & Head of Standards, that the Council fulfils it's legal and audit related obligations in the delivery of services and is statutorily compliant. This responsibility extends to cross divisional working. |
| 9. Harness the benefits and respond to the challenges of Leicester's diverse population and workforce, developing and implementing strategies aimed at removing barriers to access and participation facing all the City's communities. |
| 10. To promote equality and inclusion across all service provision and employment through policy initiatives, personal example, open commitment, clear action and direction. |
| 11. Support and develop effective partnership working with relevant City, sub-regional, regional and national bodies. |
| 12. To contribute as appropriate to the Council's Emergency Planning and Business Continuity arrangements. |
| 13. To comply with responsibilities placed on directors by contract procedure rules, financial procedure rules, and the Council constitution. |

Restrictions

Is this a politically restricted post? Yes

Rehabilitation of Offenders Act 1974

Is this post subject to exemption? Yes