

## JOB DESCRIPTION

<b>Post Title:</b> Director of Financial Transformation/Deputy Chief Finance Officer	
<b>Department:</b> Corporate Core	<b>Post No:</b>
<b>Division/Section:</b> Finance	<b>Post Grade:</b> Chief Officer Band H
<b>Location:</b> The post holder will be based within the Bury Campus, however may be required to travel within the locality to deliver the requirements of the role	<b>Post Hours:</b> 37 hours per week in accordance with service requirements

## **Purpose and Objectives of Post:**

1. As a member of the Joint Executive Team, to work with the Chief Executive, Deputy Chief executive, Joint Chief Finance Officer, Executive Directors, Elected Members and Partners to contribute towards the development of corporate strategy, policy, service co-ordination, resource management, partnership arrangements, performance review, communications, budget investment and resource strategies to ensure the overall effectiveness of Council services.
2. As a key member of the Corporate Core Transformation team, the postholder will be the lead officer within the Council for the fundamental transformation of all the Council's financial management culture, systems and related processes.
3. To develop a new operating model for the Council, securing financial sustainability, improved organisational outcomes and efficient delivery of services.
4. To provide direct advice to the Council's Cabinet, Chief Executive and Senior Officers on the Council's budget position and strategy and the financial transformation agenda.
4. To provide technical financial leadership for the Council, providing advice and developing long term deliverable financial plans that deliver a balanced budget in line with agreed outcomes and meet the needs of Bury.
5. To implement and monitor the Council's financial strategies and plans and to lead the Council's finance input to the Bury Locality Plan, Transformation and Public Sector Reform Programmes.
6. Collaborate with the Deputy Chief Finance Officer of Bury CCG and wider system colleagues to ensure:
  - Effective financial planning, reporting and stewardship in relation to Bury "One Commissioning Organisation" resources;
  - Development of an integrated finance team.
7. To lead on the financial input to the efficiency agenda within the Council, including reviewing financial processes to optimise the efficiency and effectiveness of these processes and to ensure the finances and resources of the Council are used in the most effective and efficient manner.
8. Oversee the management of the Financial Management, Audit, Insurance and Management Accountancy teams and to develop and maintain governance standards internally and as part of the Council's approach to partnership working.
9. Oversee the Corporate Procurement and Project Planning section and develop and maintain good procurement and project planning standards both within the Corporate Core and across departments.
10. Oversee all aspects of the Revenues Division including the Contact Centre, Council Tax, Revenues and Benefits.
11. Oversee the management of the Council's Capital Programme and the development, delivery and monitoring of the Council's Capital Strategy.
12. Oversee the monitoring of performance data relating to all financial services.
13. Undertake a variety of specific projects (on-going and task/finish) as directed by the Joint Chief Finance Officer.

**Accountable to:** Chief Executive

**Immediately Responsible to:** Joint Chief Finance Officer (for all financial management)

Deputy Chief Executive (for the programme of strategic transformation)

**Immediately Responsible for:** All Senior Officers within Directorate

**Relationships: (Internal and External)**

Chief Executive, Executive Directors, managers and employees of the Council

Elected Members

Members of Parliament

Officers of other Local Authorities

Software providers

Members of the public

Government Departments and other agencies

External Auditors

**Control of Resources:**

Financial – co-ordination & control of overall Council budget, including DSG and HRA (gross £580m) and responsible for divisional budget

Personnel – Supervision of staff

Health and Safety: All staff within service areas and compliance with Regulations

Security of data/GDPR: Commercially sensitive/confidential data and records

Security of personal equipment: Laptop, tablet and mobile phone

## **Duties/Responsibilities:**

### **Transformation**

1. To assume leadership, accountability and provide co-ordination of the Council's budget and savings delivery programme.
2. To undertake the development and implementation of internal strategies, including:
  - the capital strategy and programme
  - the Council's commercial strategy
  - internal and external traded services
  - the future relationship between the Council and schools within the Borough (in conjunction with Children and Young People department).
3. To strengthen the governance and assurance functions of the Council, including Internal Audit, by enhancing technical capability and ensuring efficient use of resources.
4. To develop and implement a financial framework consisting of effective processes for financial monitoring that are underpinned by effective and efficient financial systems.
5. To develop and embed wider financial transformation including culture, operating model, financial governance, responsibilities and accountabilities of budget holders.
6. To build effective multi agency relationships within the Team Bury Partnership.
7. To build a positive image and develop effective relationships with local people, local businesses, the voluntary sector, regional authorities and agencies, central government departments, statutory inspectorates and a wide range of other partners to promote the interests of the Borough and to further the Council's strategic aims.

### **Management**

8. To deputise for the Joint Chief Finance Officer
9. To act as Deputy Section 151 Officer
10. To oversee the management of Management Accountancy, Financial Management, Procurement and the Revenues Division.
11. To oversee the management of the Corporate Procurement and Project Planning function, ensuring that all aspects of their responsibilities are linked to efficient strategies.
12. To be a member of the Corporate Core Management Team.
13. To assist the Joint Chief Finance Officer in the preparation of the Financial Services Service Plan
14. To oversee the development, negotiation, implementation and monitoring of Service Level Agreements for all of Financial Services.
15. To provide leadership, support and direction to staff by encouraging, motivating and developing them and promoting/co-ordinating continued professional development.
16. To identify financial and efficiency training needs across the Council and to co-ordinate the provision of financial training in conjunction with the Organisational Development Plan.
17. To be responsible for the performance management/monitoring of all services within own areas of responsibility.
18. To ensure adherence within the Division to the Council's HR policies, including recruitment and selection, disciplinary and grievance procedures.

### **Integration and Reform**

19. To work alongside the Deputy Chief Finance Officer, Bury CCG, in the development of a single Bury "One Commissioning Organisation" Finance Department including: -

Consistent policies, procedures, systems, standards, reporting, etc. - Cross fertilisation of good practice, skills and capabilities.

- 20.To work alongside the Deputy Chief Finance Officer, Bury CCG, in ensuring that resource allocation is optimally effective across health, social care and wider council services.
- 21.To work alongside the Deputy Chief Finance Officer, Bury CCG, in ensuring that the overall Bury commissioning budget is balanced in year and recurrently:
  - Proactive engagement with financial recovery boards and savings programmes
  - Proactive engagement with transformation and reform programmes
  - Proactive engagement with management and mitigation of in-year pressures
- 22.Working with wider system colleagues (e.g. Bury LCO, Northern Care Alliance, Voluntary Sector, Emergency Services).

### **Strategic Financial Advice**

- 23.To develop, implement and monitor the Council's financial strategies and plans and, as part of this process, to ensure consistent financial linkages are developed, maintained and evidenced between all the plans and strategies produced by the Council.
- 24.To oversee the production of the Council's Capital Strategy and other financial strategies/plans as determined by the Joint Chief Finance Officer.
- 25.To oversee the production and publication Council's Procurement Strategy and Delivery Plan.
- 26.To co-ordinate and lead the development of the Council's Priority-led Budget Review Process.
- 27.To provide strategic financial advice across the Council Partners and other Stakeholders on new initiatives/legislation/service changes.
- 28.To take a lead role in developing joint working across the Council, Partners and Stakeholders and develop soundly based productive working relationships.
- 29.Ensure integration across the Council's service plans and financial plans to deliver the Council's Aims and Objectives.
- 30.To oversee the preparation of the Annual Revenue Budget and Capital Programme.
- 31.To conduct negotiations and represent the interests of the Council with external parties and stakeholders.
- 32.To prepare reports, as directed by the Joint Chief Finance Officer, to and for the Chief Executive, Deputy Chief Executive, Corporate Core Management Team, Joint Executive Team, the Cabinet, Scrutiny Panels etc.
- 33.To represent the Joint Chief Finance Officer on Council/CCG/other relevant regional and national working groups.
- 34.To lead and co-ordinate the professional finance input to the transformation and reform agendas, reflecting the needs and priorities of the Council.

### **Risk Management**

- 35.To develop, implement, monitor and report on the development of the Council's approach to Risk Management including development of the Risk Management Strategy, risk assessments and risk mitigation plans.
- 36.To embed the Council's approach to risk management within the budget setting and monitoring processes.
- 37.To be responsible for the production and maintenance of the Council's Statement of Internal Control

### **Revenues Division**

- 38.Responsibility for managing and overseeing the Revenues Division, which includes the following core service areas including Council Tax; Benefits; Business Rates; Corporate

Contact Centre; Corporate Fraud; Subsidy; Welfare Support; Aged Debt; Customer Accounts / Sundry Debts.

**Corporate Procurement/Project Planning**

- 39.To oversee the development of best practice in project planning and procurement within the Council and across GMCA to achieve best value through smart procurement processes and systems.
- 40.To support and promote procurement projects within the Council and across GMCA, Team Bury and agreed Alliances.

**Other Duties**

- 41.To ensure that financial decision making and procurement within the Council are undertaken in accordance with financial regulations and standing orders and to provide interpretation and advice.
- 42.To oversee the development of the Council's corporate Financial Management System.
- 43.To contribute as appropriate to Council wide corporate projects, activities, initiatives, strategies.
- 44.To initiate/undertake/participate in strategic and cross-departmental financial reviews or appraisals.

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

<b>Job Description prepared by:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Postholder:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Supervisor/Manager:</b>	<b>Sign:</b>	<b>Date:</b>

**PERSON SPECIFICATION**

<b>SHORT LISTING CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
CIPFA or equivalent qualification & 5 Years Post Qualification Experience and evidence of continued professional development	✓	
Further management qualifications (e.g. MBA) or training (e.g. PRINCE 2)	✓	
Previous substantial experience of working in a senior management position within a political and complex multi-disciplinary organisation	✓	
Detailed knowledge and experience of accounting practices and procedures, financial systems, governance and budgetary control in a public sector environment	✓	
Detailed Knowledge of Local Government Finance and the key Government Initiatives that impact on the Council's finances	✓	
Experience of developing and integrating service and financial planning and the formulation of medium and long term financial planning strategies	✓	
Knowledge and experience of developing a Local Government capital strategy and capital gateway process	✓	
Evidence of strategic, multi-disciplinary working involving the formulation, implementation and evaluation of policies/strategic initiatives within a large, complex organisation	✓	
Ability to review and make recommendations for the future development of the Council's commercial strategy, including experience of reviewing traded services	✓	
Ability to anticipate, keep track of and interpret national, political, financial and other developments as they impact on the finances of the Council, ensuring a proactive approach and advising/informing Members and colleagues	✓	
Proven track record in managing, motivating and leading employees and projects, collaborative working, organisational change and development	✓	
Proven analytical capabilities and to think and plan strategically, corporately, with a creative approach to complex problem solving and delivery with competing deadlines	✓	
The ability to provide clear, concise and understandable advice and information regarding the interpretation of financial data and financial option appraisal to a wide range of individuals, organisations and agencies	✓	