

NORTHUMBERLAND COUNTY COUNCIL

PART A: JOB DESCRIPTION

DIRECTORATE:	Transformation and Resources
JOB TITLE:	Head of Corporate Finance
GRADE:	Band 14
JD REF:	H207
RESPONSIBLE TO:	Director of Finance and Procurement
RESPONSIBLE FOR:	Council Services within the portfolio. These may change to reflect need and maximise capacity and resources across the Council.
Service/ Functions:	Leadership and management of the Council's corporate financial arrangements to support the Council ensure that it is meeting legislative requirements and best practice standards in respect of the Council's budget and financial arrangements.
Employees:	Accountants, Finance business partners and other post holders within the service who provide expert and technical advice to colleagues and Members to make best use of the Council's budget and ensure that appropriate processes are followed in the use of resources. The current staff complement across the service is circa 35 FTE.
Budget:	This post holder has a key role in supporting the Council to make best use of its overall budget of c £738m as well as holding responsibility for deployment of the circa £2m gross service budget.

JOB PURPOSE:

To lead, steer, develop and manage the Council's corporate finance services which support delivery of the Council's key corporate and partnership priorities in line with the corporate plan – a Council that works for everyone, to benefit the people of Northumberland. All these activities are intended to ensure that the Council makes best and proper use of public money by formulating and applying strategies and monitoring arrangements which deliver the Council priorities while meeting high standards as specified in legislation and best practice guidance.

The postholder provides expert support to the Director, Executive Director and other colleagues on the overall health of the Council's finances taking account of activity across different services and the use of different funding streams. The postholder will ensure that all appropriate financial controls are in place to protect the organisation and

individuals whilst providing advice and support to different services to help them make best use of all the funding available to them. As part of this the corporate approach to budget monitoring will be key to help secure best value.

Some activities may require activities to take place with local, regional or national partners to maximise joint resources and the post holder will be a participant in shaping and delivering activities which make the best use of the resources at the Council's disposal learning from best practice and applying it to Northumberland's circumstances. Understanding where there are opportunities to increase income from different sources and deliver better value for money will be theme that runs through the work of all staff in this service.

The postholder will ensure that financial processes and regulations comply with best practice and that budget holders understand their responsibilities. This will include providing financial analysis to identify performance trends, ensure budgeting and forecasting is in line with the Medium Term Financial Plan and that the general ledger reflects performance , undertake statutory returns and work closely with internal and external auditors to ensure internal controls are effective.

To ensure the service team provides support for transformational activities which will include supporting options appraisals and business cases as well as contributing to the assessment of potential benefits and benefits realisation.

To play a full and positive role as a member of the Council's Senior Management Team ensuring the delivery of effective strategic direction, leadership and resource management (people, finance and other assets) and use of prioritisation to secure the best possible delivery of public services across the locality and maximise the Council's role in finding ways of delivering services which provide best value for money.

Lead by example and foster a culture, both with the Directorate and across the Council, which engages all staff and partners in the development and delivery of services which meet residents' needs and expectations.

KEY FUNCTIONAL RESPONSIBILITIES:

Support the Director and Executive Director in providing expert financial advice on matters relating to the Council's budget and use of financial resources. This includes making sure that all legislative requirements are applied and that the Council is able to assure itself that appropriate and proportionate measures are in place to use resources to best effect. This means having a good blend of control and empowerment which enables good decision making and distribution of resource. Having efficient and effective digitised processes and systems in place to protect both the organisation and its users will be key to reduce unnecessary bureaucracy and delays which affect the delivery of front line services.

Manage the provision of corporate finance arrangements which make best use of capital and revenue resources, reserves and investments. This includes working alongside colleagues in different services to make sure the corporate approach to financial management meets best practice standards and places as much resource as possible in front line services.

Support Members of the Council and the Chief Executive in developing the vision and priorities for the County and ensure best advice is provided on the most appropriate response to internal and external pressures for transformational change. This will involve providing specific advice in relation to the pace and scale of change which sits across the programme.

Manage well the interface between Elected Members and Officers within the Directorate, maintaining and developing essential Member / Officer partnerships and processes which support and promote a positive and respectful relationship between Members and Officers.

Champion a coherent multi agency approach to service delivery and provide leadership, direction, and management of the team within the Directorate to ensure the delivery of the Council's priorities and provision of high-quality, cost-effective services based on community needs. This multi- agency approach will explore options for improved procurement and commissioning activities where there may be potential to secure improvements and efficiencies as a consequence of combined purchasing power.

Contribute to successful management of the Council's reputation, ensuring that it always acts in the best interests of Northumberland and that its activities are explained to stakeholders in an open and transparent manner.

PRINCIPAL ACCOUNTABILITIES

Support the Director and Executive Director in making sure the Council has all necessary arrangements in place to secure proper administration of all financial affairs and specialist advice on financial matters.

<p>Oversee the provision of timely and accurate advice to the Director, Executive Director, Chief Executive, Cabinet, and all Members, to ensure provision of high quality professional financial support and advice on matters which will ensure services are sustainable and meet necessary standards as set down in legislation and relevant regulations and best practice standards.</p>
<p>Act as a role model and exemplar in achieving a people-centred, values based and inclusive organisational culture that promotes innovation and creativity, nurtures growth, and focuses on developing and maximising the potential of the workforce to improve services.</p>
<p>Oversee the most effective utilisation, performance, and deployment of resources (Human, Physical and Financial) that puts at its heart the provision of high quality, value for money services and ensure that there is sufficient capacity within the directorate to deliver successfully against the Council's ambitions and priorities bearing in mind statutory requirements.</p>
<p>Actively demonstrate commitment and action to develop an inclusive, supportive, and constructive environment where everyone is treated with dignity and respect and diversity is valued in the workplace, in service delivery and communications.</p>
<p>Support and contribute to the efficient and effective implementation of major programmes of change both in relation to the corporate Transformation Programme and other initiatives to ensure that all financial implications are given proper consideration during the assessment of options and subsequent implementation in order to maximise options which deliver best value and reduce inefficiencies.</p>
<p>Provide assurance that strategies and plans are in place to enable that appropriate levels of financial and governance control are in place across the service and across the organisation by deployment of financial advice that understands the services covered.</p>
<p>Oversee the scrutiny and advice on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities such as they relate to the use of budget allocations and support the Council to be a decisive and influential organisation that maximises all available assets. This will involve understanding national policy changes which might affect the Council's financial position in different areas and across the organisation .</p>
<p>Ensure the promotion, development, and maintenance of good relationships with the media and public as an individual and across different services and that effective communication and engagement strategies are applied to support delivery.</p>
<p>Ensure equality, diversity and cohesion principles are embedded across the service. Provide leadership around diversity and inclusion, ensuring that the policies and services of the Council reflect the changing needs of all local communities and workforce and that equality of opportunity is ensured and diversity celebrated.</p>

If required play a role within the Council's Corporate Emergency Planning arrangements. (This includes a requirement to be available in the event of an emergency to perform the duties allocated to the post within the Emergency Plan).
To undertake functions in the event of local or national elections, supporting the Returning Officer ensure the democratic nature of such activities is undertaken efficiently and in compliance with all statutory requirements.
Ensure that all duties and responsibilities are be carried out in accordance with Council's Constitution, governance arrangements, policies, and procedures.
Special Conditions:
This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, the post holder is restricted from undertaking or participating in any political activity.

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PART B: SENIOR MANAGERS CORE COMPETENCIES

Working with Partners	
<ul style="list-style-type: none"> • Work collaboratively across services and departments to deliver corporate excellence. • Work collaboratively with external partners to deliver excellent service. • Seek opportunities for partnership working at a local, regional, national level. • Clarify expectations, objectives and working arrangements of partnerships. • Contribute effectively to multi-partner projects. 	
Serving our Community	
<ul style="list-style-type: none"> • Promote the Community Plan. • Seek and act on feedback from the community. • Influence Service and Corporate plans to reflect community needs • Develop, deliver, and improve access to services based on an awareness and understanding of the diverse community • Promote equality of opportunity in service delivery 	
Working within the Political Arena	
<ul style="list-style-type: none"> • Understand and actively support the role of Councillors. • Understand and actively support the democratic process within Northumberland Council. • Recognise the impact of Government and legislation on Council strategy and services. • Consult, support, and keep Councillors informed. 	

Delivering Excellence

- Understand how corporate performance is measured.
- Monitor and evaluate services in relation to objectives and performance indicators.
- Establish a culture that embraces the agreed Vision and Values.
- Be positive ambassadors for the organisation.
- Contribute to strengthening corporate leadership capacity.
- Identify opportunities where organisational performance could be improved.

Focusing on the Future

- Scan the external environment, look ahead, assess strategic options, and develop the Council in the medium and long term.
- Lead the development and implementation of corporate policy at a strategic level.
- Challenge what we do and how we do it.
- Influence relevant national and regional organisations and partners.
- Connect plans, policies, strategies, and services to provide consistent service delivery.
- Generate innovative ideas.
- Translate strategy into action.
- Consider the implications of decisions across the Council and act in the overall interests of Council performance.

Building Shared Vision and Values

- Scan the internal environment and engage employees in compelling visions of the future.
- Create an environment in which a culture embracing our Vision and Values can thrive.
- Involve all stakeholders in building a vision for the future.
- Have a clear picture of the direction the organisation is taking and communicate it with insight, energy, and vision.
- Translate the Council's vision into practical and achievable plans.

Strengthening Corporate Leadership Capacity

- Continuously develop the political leadership and managerial interface.
- Operate with others as a cohesive senior managerial team.
- Create time with staff and other managers for discussion about their development rather than firefighting.
- Coach and mentor staff and other managers.
- Lead, delegate and empower others at a strategic level.
- Identify and develop potential senior managerial successors.

Promoting and Facilitating Change

- Critically evaluate the reasons that prompt change and take appropriate action.
- Proactively steer internal change.
- Proactively manage the exchange of information between the public and the organisation.
- Consider the resource implications of change.
- Anticipate and respond to emotional and morale issues brought about by change.
- Monitor and evaluate the change process to ensure aims are met.

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PART C: PERSON SPECIFICATION

DIRECTORATE:	Transformation and Resources
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Qualifications/Professional Development
Educated to degree or equivalent
Qualified Accountant and up to date registration with relevant professional body e.g.CIPFA, ICAEW, ICAS, ACCA
Evidence of relevant up to date leadership and management training.
Evidence of recent relevant Continuous Professional Development.
Experience, Knowledge, and Skills
Proven achievement of leadership success in providing financial advice and guidance in large complex public sector organisations . An in-depth understanding of local government financial responsibilities and requirements will be beneficial in this regard.
Significant experience in creating and embedding financial systems and processes which support good decision making in the use and distribution of public money and secure best value for local residents. This includes devising monitoring arrangements which track progress to help assess whether the MTFP is on track.
Demonstrable experience in helping to devise budget strategies and plans which meet both corporate and service specific needs.
Understanding and experience of using different tools to assess financial benefits associated with major change and the capturing of those benefits
Significant experience in helping different services make the most of the resources available to them and act as an interpreter if there are highly technical financial requirements which are not easily understood.
Ability to operate sensitively in a political environment, developing relationships with all members gaining respect, trust, and confidence and being accountable for effective delivery within a challenging financial environment.
Evidence of personally leading within an organisational culture that models and embeds the practice of co-design and co-production and collaboration with people inside and outside the organisation.

Evidence of using strong option appraisal, analytical skills, and innovation to achieve organisational success in an environment of reducing financial resources.
Ability to develop long term strategic thinking and bring new ideas, approaches, and solutions.
Highly skilled communicator who communicates with clarity, conviction and enthusiasm and can demonstrate integrity, create rapport, and build trust and confidence to positively influence outcomes.
Ability to translate complex ideas and information into meaningful and 'user-friendly' information; 'tells the story' to bring people along and ensure all audiences understand the key messages.
Ability to develop strong relationships with senior leaders from a range of public and private sector organisations.
Personal and professional integrity and credibility that establishes respect, trust, and confidence.
Demonstrate personal resilience and ability to thrive in challenging circumstances.
Model and demonstrate organisational values and leadership behaviours, creating a shared purpose and positive permission culture that enables people to thrive through development, involvement, and well-being.
Motivation
Confident leader with a vision for Northumberland with high levels of energy, stamina, and resilience.
Fully committed to the principles and values underpinning the Council
Demonstrably strong corporate orientation and a commitment to tackling issues that inhibit organisational progress to high quality service delivery.
Personality, behaviour, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners, and other stakeholders.