

Epsom & Ewell Borough Council

Role Profile

Role Title:	Chief Finance Officer
Service:	Finance
Location:	Council offices, The Parade, Epsom, Surrey KT18 5BY
Reporting To:	Chief Executive

<p>Role Purpose:</p> <p><i>Why the role exists and its contribution</i></p>	<p>To provide effective leadership and management of all the corporate financial accounts, financial statements and supporting records.</p> <p>To act as the Responsible officer under Section 151 of the Local Government Act 1972 for the proper administration of the financial affairs of the authority</p> <p>To manage such other areas that may be allocated from time to time.</p> <p>As a member of the Council's Leadership Team, contribute to the achievement of the Council's corporate vision, values and priorities and the development of the Council's positive and high performing culture.</p>
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Main Duties and accountabilities

Service Specific	<p>To be accountable as the lead professional for the provision of high quality financial advice to the organisation and members</p> <p>To lead the development and delivery of all aspects of the service including:</p> <ul style="list-style-type: none"> • Treasury Management • Capital Management • Accountancy • Exchequer Services
Head of Service related	<p>Corporate Leadership</p> <p>To communicate ownership of the corporate plan, vision, values, corporate identity and key messages and promote effective corporate working across the organisation.</p> <p>To champion and encourage corporate working as part of a one team Council approach</p> <p>To lead and champion the implementation of key corporate and service</p>

projects, achieving agreed outcomes including delivery on time and within budget.

To provide high quality and timely advice to all Members of the Council and relevant staff.

To attend and contribute as required to meetings of the Council, including Committee meetings, working groups, and outside bodies.

To promote and champion the positive interests of the Council and the borough.

To lead and contribute to the work of the Council's Leadership Team.

To keep the Chief Operating Officer and Chief Executive, and appropriate Chairmen informed of service issues and developments

To develop and maintain excellent internal and external working relationships to secure positive outcomes for the Council and the borough.

To contribute to the smooth running of elections including polling day and the count.

Staff Leadership

To develop a highly engaged and high performing staff team ensuring that all staff are encouraged to realise their potential through their on-going learning and development

To create a positive working environment where staff are treated with dignity and respect and where equality of opportunities are promoted.

To promote a culture of excellent customer service where the needs of customers are understood and responded to.

To ensure that effective recruitment, induction and probation arrangements are in place to maximise the positive contribution of new appointments to the work of the Council.

To ensure that all staff have the opportunity of regular team meetings, one to ones and appraisals.

To undertake the timely management of performance issues

Financial and Performance Leadership

To establish and maintain effective arrangements for performance management, including service delivery plans, budget and performance monitoring and reporting, contract monitoring and staff appraisals.

To exercise robust financial control over service, income and staffing

budgets, ensuring that budget targets are met.

To ensure that value for money is achieved, including looking at opportunities to increase income, reduce costs or explore alternative ways of delivering services.

To ensure that there are effective systems in place to enable the efficient and resilient operation of the service.

Risk Management, Health and Safety and Civil Emergencies

To assess the risks associated with the service and ensure that robust measures are in place to manage these risks effectively, including the risk of fraud.

To provide a healthy and safe working environment and implement and promote relevant corporate policies and training in all work areas.

To have a key role in business continuity planning and participate in the Council's Civil Emergencies response, including out of hours arrangements.

Continuous Professional Development

To keep abreast of economic, legislative, political, social and technical developments impacting on the service and on local government more generally

To maintain professional development (CPD) and attend corporate training as required.

The key decision making areas in the role

- Key advisor of capital strategy and treasury management policy
- Decisions on the corporate processes for preparing estimates, budget monitoring and the close of accounts
- Spending authority up to value of £1 million
- Cheque authorisation unlimited value
- Operational decisions in regard to accountancy, payroll, insurance, debtors and financial administrative support
- Advising decision on investment and development of financial support systems
- Appointing and monitoring contractor of cash security services
- Appointing bank for managing Council's bank accounts
- Appointing Treasury advisors and External Fund manager
- Appointing VAT advisors
- Budget and staffing responsibilities

Customers and contacts

All staff, Heads of Services, Elected Members, Government Departments and Agencies, Developers, Local Businesses, Residents and Residents Groups, Housing Associations, Community Groups.

Dimensions of the role	
Financial	Non-financial
<ul style="list-style-type: none"> • £37 m revenue gross expenditure (stewardship role) • £3m capital programme expenditure (stewardship role) • £20 m treasury management investments • £600,000 p.a. staffing budget • £200,000 p.a. contract managements 	<ul style="list-style-type: none"> • Direct line management of Chief Accountant • Liaise with the lead member for finance (Chair of Strategy & Resources Committee)

Person Specification

Qualifications and Training	Essential (E) or Desirable (D)	Application	Interview/ Assessment
Fully Qualified CIPFA or CCAB Accountant	E	X	
Knowledge and Experience			
Extensive knowledge of Local Government Finance Framework	E	X	X
Track record of leading and developing high performing teams	E	X	X
Experience of successfully managing income and expenditure budgets	E	X	X
Proven ability to negotiate and influence in demanding environments	E	X	X
Proven ability to gain trust and respect of all stakeholders	E	X	X
Proven ability to contribute positively to the corporate agenda as part of a one team Council approach.	E	X	X
Skills			
Ability to create and sustain a high performing and supportive staff culture through positive and collaborative leadership	E		X
Ability to persuade and influence through highly effective presentation and report writing skills	E		X
Ability to deliver projects on time and within resources	E		X
Ability to promote a culture of excellent customer service	E		X
Excellent analytical and problem solving skills	E		X
Ability to build and maintain effective relationships with key partners and stakeholders	E		X
Ability to work in a busy environment with multiple priorities and tight deadlines	E		X
Ability to drive innovation within the service	E		X
Additional Requirements			
No contra-indications in personal background or criminal record indicating unsuitability in this role	E	X	
Legally entitled to work in the UK.	E	X	
Flexibility to work variable hours including evenings	E	X	
Ability to participate in the Council's out of hours Civil Emergency arrangements	E	X	