

## Job Description: Joint Assistant Director of Finance

Waverley and Guildford are ambitious authorities, committed to being two of the leading Councils in the country at a time of major change by developing high performing, highly engaged staff teams to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job title:</b>	<b>Joint Assistant Director of Finance</b>
<b>Service:</b>	Finance & Resources
<b>Team:</b>	Financial Services
<b>Location:</b>	The Burys, Godalming, Surrey, GU7 1HR and Millmead House, Guildford, GU2 4BB
<b>Reporting to:</b>	Joint Strategic Director of Finance & Resources
<b>Responsible for:</b>	Financial Services at Guildford and Waverley Councils
OUR SHARED ORGANISATIONAL VALUES	
<p><b>Collaboration</b></p> 	We know, work with and support one another. We collaborate with residents, businesses and partners and realise the potential of the Guildford and Waverley Collaboration. We empower ourselves and others.
<p><b>Wellbeing</b></p> 	We look after our own and other's wellbeing. We know it's okay to talk to each other about anything we are struggling with. We stay resilient and raise any concerns we have.
<p><b>Trusted</b></p> 	We abide by the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
<p><b>Value for Money</b></p> 	We spend public money wisely and carefully. We understand and follow our governance processes and raise any concerns with the right person. We celebrate successes and learn from mistakes.
<p><b>Professionalism</b></p> 	We provide professional advice and excellent service, we know our local areas and understand the communities we serve. We listen to all concerns and ideas. We benchmark our performance and always strive to improve.

## PRINCIPAL PURPOSE OF THE ROLE

This role has shared responsibility for Council budgets.

This role is the Deputy Section 151 Officer and is therefore the Deputy to the Chief Financial Officer who has responsibility for the development of the medium-term financial strategy and provision of financial leadership to deliver long-term financial sustainability, optimising the efficient use of resources to support Council priorities.

The role provides timely and pragmatic financial advice which is solutions-driven and incorporates a thorough understanding and assessment of risk in accordance with the CIPFA guidance: Role of the CFO in Local Government.

The functions that this role leads are:

- Finance and Accounting (General Fund and HRA)
- Internal Audit
- Procurement
- Revenues and Benefits
- Insurance
- Accountable for efficient operational delivery of Guildford and Waverley council financial services consistent with the strategic aims and values of both councils.
- Acting as strong leadership and cultural role models, provide energetic, proactive, inspirational decision making, direction, support and guidance to all internal and external stakeholders including partners, Councillors, staff. This will include working collaboratively across partnerships, services, and Councils, driving the collaboration, harmonised culture and change agendas as set by the Councils.
- As a key member of the Joint Leadership Team, this role will make a major contribution to driving service efficiency and quality for the residents of Guildford and Waverley.

## MAIN DUTIES AND ACCOUNTABILITIES

### **Accountabilities include:**

- Providing operational leadership for the functions above.
- Giving high quality advice and guidance to elected councillors and staff to enable the Councils priorities and responsibilities to be progressed.
- To empower your managers to be visibly accountable for the operational outcomes and details of their teams, promoting a positive outward facing culture of high performing, customer focused service and facilitating the drive for collaboration and transformational change.
- Building constructive working relationships with all relevant stakeholders, including staff colleagues, councillors and relevant external parties.
- Horizon scanning to keep abreast of innovations, economic legislative and social development affecting your service areas and developing commercial and business thinking to your services.
- Effectively managing and mitigating risks associated with your services including the Safeguarding Policy for Children and Adults, Health and Safety, business continuity and the risk of fraud and corruption.
- Promoting equality and inclusion at all levels of service delivery and employment.
- Demonstrating the councils leadership competencies and values.
- Building high performing services that continuously improve.

- Proactively identify opportunities for collaboration and change in accordance with agendas set by the Councils, promoting a culture of collaborative leadership through the wider joint management team, fairly and objectively representing the interests of both councils and the effective working of the organisations.
- Leading on key corporate programmes and projects as required.
- Champion and role model the harmonised organisational culture of the Councils ensuring the Councils values are lived.
- Leading the engagement with key strategic stakeholders in your service areas, including those from the statutory, business and voluntary sectors at borough, county and national level.
- Attending, as required, meetings of the Councils, Executives, Committees, Special Interest Groups and external meetings.
- Representing the Councils (and/or ensure that the Council is represented) externally and to promote and present a positive image to partners, representative bodies and other organisations, as necessary.

#### **Business Continuity**

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

#### **Health and Safety**

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

### **DIMENSIONS OF THE ROLE**

- Participation in regular training and CPD to continue to develop skills and increase personal capabilities
- Demonstrate a willingness to actively support and encourage the development of all staff as appropriate
- A team player at all levels.
- A proactive and successful relationship builder across the team, wider organisation, and its partners.
- Demonstrates a consistency of approach, recognising the impact of personal style in the team and acts with integrity.
- An ability to think both operational and strategically as the situation demands.
- Diplomatic at all levels; efficient and effective in a fast-changing environment.
- Ability to lead, motivate, influence, and persuade.
- Manages behaviours and performance effectively
- Ensures quality leadership including 121's, team meetings, appraisals and workforce planning.
- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities
- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence
- Making the Council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.

#### **To deliver a Medium Term Financial Plan and budget reflecting the corporate strategy.**

- Ensure strong financial management through delivery of robust, timely financial reporting for revenue, capital and HRA. Focus on continuous improvement and best value.

- The management of risk and the relationship with internal audit ensuring the internal audit plan meets the needs of the organisation.
- Lead on performance management within the service
- To undertake effective workforce planning to ensure teams have the appropriate resources, skills and experiences for the current and future needs of the service.
- Ensure financial management and oversight of services to ensure best value for money
- To work collectively and collaboratively with CLT and JLT to ensure a whole organisational approach to the delivery of corporate plans and priorities to ensure high performance, sustainability and to protect the residents of Guildford and Waverley.
- Be an inspiring leader encouraging commitment from teams and promoting a positive, motivated and high performing culture

#### AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Being fully accountable for managing the Council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance and deliver within budget, seeking opportunities for financial savings, income generation and best value
- Responsible for ensure the timely and accurate publishing of the annual statement of accounts
- This postholder will be required to exercise judgement and make decisions on a wide range of issues, some of which will be significant to the council as a whole. The postholder will be required to advise the
- Strategic and Assistant Directors and elected members on a range of issues with financial and organisational consequences.

#### PLANNING/ORGANISING/CONTROLLING

- Up to 100 staff across 2 councils
- Gross budgets totalling £100m+ per annum

#### CUSTOMERS AND CONTACTS

In this post, you will have significant contact with Councillors and senior officers of the Council.

The Councils Code of Conduct will apply.

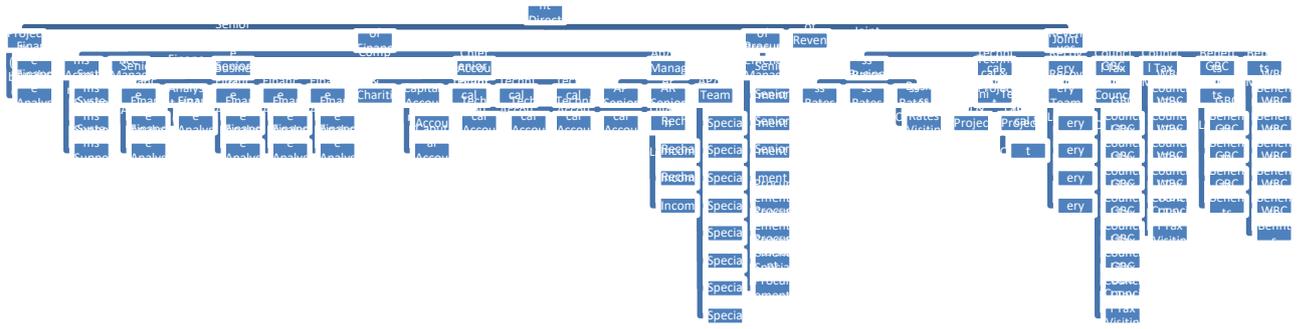
##### INTERNAL

- Staff within the service teams, senior officers of other Council services, Assistant Directors, Directors and elected councillors including the Leader and Portfolio Holder for finance.

##### EXTERNAL

- External auditors, town and parish councils, members of the public, community organisations, Government departments.

# SERVICE/TEAM STRUCTURE



DRAFT STRUCTURE

## PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
<b>QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE</b>	Educated to at least degree level or equivalent experience	<b>A</b>		
	Evidence of commitment to professional development (CPD)	<b>A</b>		
	As this role is the Deputy Section 151 Officer, the post-holder must hold appropriate accountancy qualifications and supporting experience to be able to fulfil the role of Chief Financial Officer in accordance with CIPFA guidance.	<b>A</b>		
	Significant post qualification experience of strategic financial management, accounting and governance, preferably in a local government setting	<b>A/I</b>		
	In depth knowledge of local government financial management and accounting including the legal and regulatory framework	<b>A/I</b>		
	Experience leading across different specialisms with staff leadership and budgetary responsibility.	<b>A/I</b>		
	Experience of procurement, contract management and service commissioning.	<b>A/I</b>		
	Experience of developing business cases and projects to work collaboratively, overseeing implementation and evaluating success.	<b>A/I</b>		
	Experience of achieving positive outcomes when handling complex employment relationships issues including change programmes, culture development and case management	<b>I</b>		
	Proven track record of working successfully in a public sector environment with experience in their Service area.	<b>I</b>		
<b>KNOWLEDGE /TECHNICAL SKILLS</b>	Highly numerate and commercially aware, recognising the importance of value for money in all Council activity	<b>A/I</b>	Awareness of Safeguarding	<b>A/I</b>

	Detailed understanding of strategic operational delivery including specific operational knowledge in Service area.	A/I		
	Knowledge of leadership models, styles and behaviours including an ability to engage, motivate and coach/mentor others to deliver.	I		
	Knowledge of facilitating business transformation based on systems thinking and use of technology.	I		
	An understanding of, and a commitment to, addressing equality and inclusion issues.	I		
	Able to maintain effective relationships with Councillors.	I		
	A strong corporate player, able to align with the Council's values, work collaboratively and develop shared approaches with colleagues across both councils, representing the interests of both Councils fairly and objectively.	A/I		
	An enabler, with the ability to manage a wide range of complex issues and agendas at the same time and drive change through influence and diplomacy.	I		
	Creative and imaginative. Able to see new approaches with an ability to communicate the vision, overcoming obstacles and showing that ambitious goals can be achieved.	I		
	Able to provide a clear and articulate overview of complex issues and provide sound professional and reliable advice in an accessible and non-technical manner.	A/I		
	Commercially aware, recognising the importance of value for money in all Council activity.	A/I		
	Able to demonstrate the leadership competencies including being able to lead, motivate and inspire diverse teams of staff, build capacity and promote a highly engaged, high performing staff team who can adapt to change.	I		
	Able to work collaboratively with other service areas and external organisations and build alliances and long and short-term partnerships.	I		

	Excellent communication skills and ability to positively enhance the reputation of the Councils.	I		
	Ability to work at pace, while managing a complex workload and maintaining your own resilience.	I		
<b>STRATEGIC LEADERSHIP</b>	Sees the bigger picture	A/I		
	Predicts future risks and opportunities	A/I		
	Communicates overall direction	A/I		
	Adapts to changing circumstances	A/I		
	Maintains positivity in difficult times	I		
	Supports organizational decisions	I		
	Is comfortable with ambiguity	I		
	Drives innovation and transformation	A/I		
	Turns vision into tangible plans	A/I		
	Brings the outside in to the organization	A/I		
	Takes time for own professional development	A/I		
	Works with uncertainty	A/I		
<b>DELIVERING THROUGH PEOPLE</b>	Engages and motivates people	A/I		
	Listens and responds appropriately	I		
	Builds relationships with key stakeholders	A/I		
	Works in partnership within the and across Councils	A/I		
	Builds effective working relationships	A/I		
	Encourages creativity	A/I		
	Communicates clearly and appropriately	A/I		
	Is a positive role model	A/I		
	Coaches and supports	A/I		
	Celebrates, encourages and learns from different views and experiences	A/I		
	Is politically astute	A/I		
	Negotiates and influences	A/I		
<b>EXCELLENCE FOR CUSTOMERS</b>	Provides good value for money	A/I		
	Achieves high quality outcome/ results	A/I		
	Is personally effective	A/I		
	Focuses on customer service	A/I		

	Manages conflicting priorities	A/I		
	Embraces technology	A/I		
	Manages risk	A/I		
	Manages peaks and troughs of demands	A/I		
	Focuses on community and local economy	A/I		
	Takes a 'digital first' approach	A/I		
	Takes a learning approach to continuously improve	A/I		
	Champions collaboration	A/I		
<b>GOVERNANCE</b>	Follows policies, processes, procedure and standards	I		
	Is open, honest and transparent	I		
	Acts with integrity	I		
	Has a strong ethical compass	I		
	Ensures fairness in all dealings	I		
	Builds trust	I		
	Takes accountability and ownership of issues	I		
	Bases decisions on evidence and research	I		
	Is consistent with decision making	I		
	Understands the community and environmental impact on decisions	I		
	Demonstrates financial responsibility	I		
	<b>ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST*</b>	For business continuity purposes you are required to have access to the internet at home via broadband on a PC or laptop.	<b>A</b>	

**How assessed:**

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

### **Disclosure and Barring Service Check**

Due to the nature of the work, this post involves a check on an individual's criminal background. The check is carried out through the Disclosure and Barring Service. Any offer of employment will be subject to receiving satisfactory clearance from the Disclosure and Barring Service.

### **Politically Sensitive post: Political Restrictions**

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

- holding or standing for elected public office (except Town or Parish Councils);
- holding office in a political party;
- speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;
- canvassing at elections

### **Behavioural competencies:**

<b>COMPETENCIES (LEVEL 1 – 4)</b>	<b>Communication:</b>	<b>4</b>
	<b>Customer Service:</b>	<b>4</b>
	<b>Team Working:</b>	<b>3</b>
	<b>Managing Self and Others:</b>	<b>3</b>
	<b>Can do approach/Results:</b>	<b>4</b>

