

**Job description and employee specification template**

<b>Job title:</b>	Director of Finance	<b>Location:</b>	Witney
<b>Reports to:</b>	Chief Executive	<b>Working hours:</b>	37 per week
<b>Job number:</b>		<b>Salary range:</b>	Circa £88,000
<b>Supervises:</b>	None directly, but may be required to deputise for the Chief Executive		
<b>Purpose:</b>	<p>To lead the development and implementation of the Council's financial strategy, taking Section 151 responsibility for ensuring the sound management of the Council's finances and resources.</p> <p>To support the Chief Executive in ensuring strong working relationships with key partners, and in providing strategic advice on policy, performance and commissioning, in order to enable the delivery of the Council's priorities, objectives and plans, in an efficient and effective way within the resources allocated.</p> <p>For guidance on the statutory and non-statutory duties associated with this role please see the additional document – CIPFA - The Role of Chief Finance Officer (CFO).</p> <p>The post holder may be required to act as Head of Paid Service in the absence of the Chief Executive.</p>		
<b>Key responsibilities:</b>	<p><b>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</b></p> <p><b>Specific service areas</b> which are the responsibility/oversight for this post are:</p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Audit</li> <li>• Counter Fraud and Enforcement</li> </ul> <p>As <b>Director of Finance</b>, the post holder will be responsible for:</p> <ol style="list-style-type: none"> <li>1) Leading the development of the Council's Medium Term Financial Strategy, the annual budgeting setting process, and budget monitoring processes, whilst working collaboratively with Elected Members, Publica colleagues and other partners;</li> <li>2) Ensuring that the Council has effective policies and strategies that deliver the Council's priorities and long term financial sustainability;</li> <li>3) Performing the statutory duties of the Section 151 Officer;</li> <li>4) Providing the Council, Executive, Committees, Members and Officers with support and advice on finance matters;</li> <li>5) Acting as the Council's Client Officer for internal audit services which are provided by SWAP Internal Audit Services and to support the Chair of the Audit and General Purposes Committee in the role of the Member Board of SWAP Internal Audit Services;</li> </ol>		

- 6) Acting as the Council's Client Officer for counter fraud services which are provided in partnership with the Counter Fraud Partnership Unit managed via Cotswold DC.

**Statutory responsibilities of this post:**

This post has the statutory responsibility as the Section 151 Officer, as defined by legislation and the Council's constitution

In addition the post holder will:

- Ensure that the Council fulfils its lawful obligations, statutory duties, and performs its functions and activities in accordance with the law and the principles of good financial governance;
- Help maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment;
- Work in compliance with the Codes of Conduct, Regulations and policies;
- Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information.

**General Accountabilities**

- Work collaboratively as part of the Council's Management Team to deliver the Council Plan's priorities;
- Provide advice and recommendations to the Council's Management Team and Elected Members on significant policy decisions, or complex and contentious matters, within the post holder's service areas and areas of expertise;
- Develop positive relationships both internally and externally to maximise opportunities for collaboration and integration;
- Contribute to the corporate management of the strategic risks facing the council;
- Represent the council at regional/national level within your service area and areas of expertise;
- Promote and exemplify robust decision making which is open, inclusive, flexible and responsive;
- Embed a culture that places customers first, adopts a can-do approach and focuses on good outcomes in our communities;
- Promote the Council's interests as a shareholder in Publica and Ubico Limited;
- Input into the Council's commissioning of services, ensuring the services provided by Publica, Ubico and other providers efficiently meet the Council's priorities;
- Promote good governance by upholding high standards of conduct and behaviour and ensuring there is transparency and accountability in decision-making;
- Ensure that corporate risks are identified and evaluated, and that internal control processes are in place;

	<ul style="list-style-type: none"> <li>• Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information;</li> <li>• Carry out such other duties as the Council may reasonably require.</li> </ul>
<p><b>Essential requirements, qualifications, skills and abilities:</b></p>	<p><b>Qualifications</b> In addition to the qualifications, knowledge, and skills required for roles at this level, this role requires:</p> <ul style="list-style-type: none"> <li>• CCAB recognised accounting qualification;</li> <li>• Educated to degree level or equivalent.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Extensive post qualification experience at a senior level within an accountancy and audit environment;</li> <li>• Experience of providing strategic direction and leadership in a previous senior finance or management role;</li> <li>• Extensive experience of successful strategic financial management, financial planning and budget preparation;</li> <li>• Experience of providing advice, information and support to key decision makers and partners with minimal supervision;</li> <li>• Experience of working in a collaborative environment recognising the role of partners in delivering Council priorities;</li> <li>• Experience of working in a matrix style management approach;</li> <li>• Experience in project management activities.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• A high level of skill in working across a broad range of technical accounting subject areas;</li> <li>• Ability to interpret and analyse complex financial information at an advanced level;</li> <li>• Political awareness;</li> <li>• Communicates effectively at all levels (excellent verbal and written skills), including an ability to communicate complex financial information in plain English to non-financial colleagues and members;</li> <li>• Ability to work to tight deadlines, prioritise activity and meet conflicting demands</li> <li>• Can work collaboratively and achieve results through others;</li> <li>• Good practical level of IT skills - MS Office, Enterprise Wide Resource systems;</li> <li>• Demonstrate integrity, fairness and high personal and professional standards.;</li> <li>• Sound management judgement and personal credibility;</li> <li>• Is customer focussed, responsive, and co-operative with customers;</li> <li>• Proactive, self-motivated and with a flexible approach to work.</li> </ul>
<p><b>Desirable requirements qualifications, skills and abilities:</b></p>	<ul style="list-style-type: none"> <li>• Previous experience of undertaking duties of Chief Finance Officer as set out in section 151 of the Local Government Act 1972;</li> <li>• Experience of working within the local government/public sector environment;</li> <li>• Experience of transformation activities.</li> </ul>
<p><b>Special conditions:</b></p>	<ul style="list-style-type: none"> <li>• There may be a requirement to work at other locations to meet the needs of the business;</li> <li>• There will be a requirement to attend evening committee meetings, and work reasonable additional hours in line with the needs of the service;</li> <li>• BPSS check;</li> <li>• You will need use of a car for work purposes;</li> </ul>

	<ul style="list-style-type: none"><li>This post is designated as politically restricted in accordance with the Local Government and Housing Act 1989. Politically restricted post holders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority or the House of Commons.</li></ul>	
<b>Date of Issue:</b>	15/06/2023	
<b>Date reviewed:</b>		
<b>Reviewed by</b>	<b>Name: Giles Hughes</b>	<b>Job title: Chief Executive</b>