Assistant Director for Finance
(Section 151 Officer)

Indicative Salary Range: £90,000 to £105,000 p/a

Reports to: Chief Operating Officer

Job Purpose
The purpose of the role of Assistant Director for Finance is to lead corporate financial, procurement and audit operations for the Council and ensure correct stewardship of all public monies. The post holder will provide high quality financial advice, monitoring, control to ensure the treasury management, banking controls and the pension fund are completed to the highest standards.

Context
This role is accountable for the development and application of financial policy. The post holder will be expected to design and implement the Council’s financial strategy and to pursue opportunities that deliver that strategy. The post holder will provide lead professional expertise to the finance service area and assurance to the leadership team and members that Council resources are being used effectively.

Statutory Responsibilities
Deliver the specific responsibilities of the role listed below within the context of the legal framework. Ensure delivery of strategy within needs of Council and statutory requirements.

To be the Chief Finance Officer on financial matters and in this capacity to act as the authority’s Section 151 Officer under the local government Act 1972.

Specific Responsibilities
1. Lead the yearly creation and production of medium term financial plan.
2. Continual monitoring and reporting of current budgets.
3. Yearly production of statement of accounts at the end of the financial year.
4. Act as the pension fund lead advisor.
5. Provide treasury management services/advice.
6. To lead and manage Audit and Risk and Procurement services.
7. Provide guidance and advice on systems and software.
8. Ensure debt management and credit control activities are performed according to principles.
9. Ensure banking and cashiers services are established with rigorous controls.
10. Advise Directors on the functional performance of the corporate plan.
11. Ensure that the appropriate resources are in place to support the programme agreed in the MTFP.
12. To produce an area specific service plan that will underpin, and that is in support of, the achievement of the corporate plan.
13. To work with the Assistant Director for Commissioning on market management and ensuring that an effective procurement strategy is in place for commissioning.

Corporate Responsibilities
As an Assistant Director in the London Borough of Haringey the post holder will be expected to behave in accordance with the Haringey leadership framework and the accountabilities framework. They will be expected to conduct their duties within professional and legal standards and more specifically they will be expected to:

- Lead and work collaboratively across all service areas with other senior managers in order to generate efficiencies and create synergies wherever possible;
- To influence and contribute to delivering objectives set out in the corporate plan;
- Instil in direct reports the imperative for accountability, responsibility, collaboration and integration with other areas across the Council;
- Drive significant cultural change through the corporate infrastructure;
- Effectively lead and manage staff (set, monitor and evaluate objectives on a yearly basis);
- Be totally accountable for associated budget, and have affordable plans in place to deliver the Medium Term Financial Plan;
- To be a named member of the Gold Emergency Planning Rota and to ensure that services the post holder is responsible for have appropriate business continuity plans and emergency response procedures;
- The post holder must ensure that Health & Safety legislation and the Council’s Health & Safety requirements are complied with and monitored within;
- Be aware of and comply with the Council’s Equal Opportunities Policy.

Functional Areas
Children’s Services Finance
Place and Sustainability Finance
Adults and Housing Finance
Pensions and Treasury
Central Services Finance
Finance Accounting
Procurement

Signed
Line Manager

Post Holder

Date

Date
<table>
<thead>
<tr>
<th>Core Accountabilities</th>
<th>Expert &amp; Advisory Accountabilities</th>
<th>Partnering &amp; Commissioning Accountabilities</th>
<th>Delivery Accountabilities</th>
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</thead>
<tbody>
<tr>
<td>Own and delegate significant financial budgets and resources, on behalf of the Council, ensuring that they are focused towards the delivery of intended outcomes in a manner which demonstrates value for money and compliance with relevant policies and guidelines.</td>
<td>Provide strategic advice, guidance and challenge to Cabinet and members in the setting of political objectives and priorities and in developing appropriate strategies for achieving them.</td>
<td>Lead the strategic commissioning of outcomes for the citizens and communities across a broad range of services based on thorough customer and market analysis and effective service planning, design and procurement.*</td>
<td>Provide strategic leadership and oversight to the management of significant contracts for the Council acting as the point of escalation for issues to ensure that the highest possible levels of service quality are provided.</td>
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<td>Business Planning &amp; Risk Management</td>
<td>Professional Leadership</td>
<td>Market Development</td>
<td>Performance Management</td>
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<td>Lead the development of business strategies for the Council and its partners which are focused on achieving the political objectives and priorities which are focused on achieving the political objectives and priorities of Haringey and which ensure that all associated risks are identified and understood.</td>
<td>Ensure that authoritative professional leadership is provided across broad range of disciplines which sets a clear professional direction across the Council based on national best practice.</td>
<td>Lead the strategic development of the broad marketplace including shaping and stimulating markets to access appropriate and relevant public, private and voluntary sectors capabilities to deliver the best possible outcomes for the citizens and communities of Haringey</td>
<td>Ensure that intended outcomes for the citizens and communities of Haringey are achieved through rigorous management against strategic performance indicators.</td>
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<tr>
<td>Leadership and people management</td>
<td>Policy &amp; Development</td>
<td>Partnership Development</td>
<td>Operational Improvement</td>
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<td>Act as a strategic leader building strong, visible and collective leadership between cabinet, senior officers and partners which builds a culture of high performance, inspires people and supports the delivery of Council objectives.</td>
<td>Work with cabinet to develop strategic policy direction with both delivers their priorities and ensures that the Council complies with all relevant legislation and statutory requirements within an acceptable level of risk.</td>
<td>Lead the development of strategic relationships for the Council with a broad range of external organisations to enable the development and delivery of effective outcomes through collaborative, joined-up working.</td>
<td>Provide strategic leadership to the continual improvement of operations for the Council ensuring that business processes are effective and efficient and enable the highest possible levels of service quality to be provided.</td>
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<tr>
<td>Customer Experience</td>
<td>Assurance &amp; Regulation</td>
<td>Programme &amp; Project Management</td>
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<td>Set a strategic focus across the Council and its partners on delivering and inclusive and outstanding customer experience to all of the citizens and communities of Haringey.</td>
<td>Provide independent assurance that the Council’s strategic decisions are being made in accordance with governance arrangements, relevant legislation and statutory requirements, and in a manner which ensures safety and security.</td>
<td>Act as the accountable sponsor for strategic programmes and projects across the Council ensuring that they are initiated and governed in an effective manner in order to achieve their intended benefits and goals</td>
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Role Types

**Partnership (Collaborative) Roles:** These roles identify and are responsible for the outcomes that need to be achieved to best meet the needs of the citizens and communities of Haringey. These roles are hybrids with shared accountability for outcomes but with little direct operational control. In order to achieve outcomes, these roles are required to work collaboratively with others, the most common example being commissioning staff that will monitor local partner activity in order to ensure the delivery of high quality results. At the lower levels, these roles undertake specific commissioning for discrete services. At the higher level, these roles set commissioning outcomes across a broad range of thematic services.

**Delivery Roles:** These roles are the more traditional ‘front line’ service delivery roles. Here, post holders are directly accountable for performance, often through the direct controls of significant resources or through managed contracts. At the lower levels, operational managers may oversee a department or team. At the higher levels, they may be in charge of a department, large operational area or the management of significant contracts and may be ultimately accountable for ensuring compliance with statutory obligations.

**Expert & Advisory roles:** These roles provide a broad service that set policy and provide advice to support and assure all of the Council’s day to day activities. They gather information required by other groups to make strategic decisions and translate this into corporate policy and strategic advice. They have little or no direct accountability for outcomes; however, what they are accountable for is the quality of advice they provide to business leaders. At the lower levels, these roles tend to focus on research and analysis and the interpretation and implantation of policies. At the higher level, post holders set strategy, develop policy and provide assurance across the Council more broadly.

Work Levels

**Strategic Direction:** Post holders will be expected to think strategically, looking forward across a typical horizon of five years they will be required to scan the external environment and anticipate the impact of external forces. Thinking involves setting policy frameworks and objectives for others to ensure integration between function and sub-functions in pursuit of collective goals.

**Strategic implementation:** Thinking is associated with the variable application of policy locally. Post holders will be required to re-shape policy to fit within the local environment, turning functional policy into reality. Thinking goes beyond the year ahead and is required to be open to external influences.

**Tactical Implementation:** Post holders will be required to translate policies into operating procedures. Thinking is essentially concerned with the year ahead, although with a clear understanding of likely longer term developments. Solutions to problems will be designed to meet set objectives in line with the existing internal or external environments.

**Operational management:** Thinking is concerned with the interpretation and tactical application of policy to support local needs, i.e., how can policies be satisfactorily applied to a particular area of the borough. In order to contribute to wider policy decisions, post holders will provide feedback on how policies impact locally.
For Recruitment Purposes - Person Specification

The post holder will be expected to demonstrate associated qualities from the Leadership Framework and the Accountabilities Framework. In addition, the successful candidate will have attained:

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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>CCAB Qualified Accountant</td>
<td>x</td>
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<tr>
<td>Management qualification (e.g. MBA, MPA)</td>
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During the selection process a successful candidate will be required to evidence:

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<th>Knowledge &amp; Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Understanding of the workings of local government</td>
<td>x</td>
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<td>Understand how to put together a comprehensive service strategy</td>
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<td>Managing large teams of people (cascading responsibilities)</td>
<td>x</td>
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<td>Managing large and/or multiple budgets</td>
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<td>Management experience in a similar sized public sector organisation</td>
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<td>Pensions experience</td>
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