

JOB DESCRIPTION – DIRECTOR OF FINANCE DOUGLAS BOROUGH COUNCIL JOB EVALUATION SCHEME

DEPARTMENT	DESIGNATION	REPORTS TO	FINANCIAL ACCOUNTABILITY
Finance	Director of Finance	Chief Executive	Council

MAIN PURPOSE OF THE JOB

Working as part of the strategic management team, pro-actively supporting the Chief Executive and other peers in the formulation of strategic policies, you will participate and provide leadership and direction on Corporate initiatives and strategies and have extensive experience at a senior level, you will engender a culture of accountability, in which all staff are clear in their roles and responsibilities and create a commercial framework with a public sector ethos and will inspire team working, high standards of service delivery, and cross boundary working across the Department.

Leading and directing on the transformation and management of the high profile Library Service and complex Financial and Income Services. You will ensure the services of the Finance Department are delivered effectively and to performance targets and that they are focused on service improvement and efficiency challenges facing the Council and improving outcomes for the Council's citizens.

Work as part of the Chief Officers' Management Team and with Elected Members and contribute to the development and achievement of strategic goals for the Council. Ensure the provision of professional advice to the Council to enable the Council to determine cost effective and innovative strategies including legislative changes and best practice / innovative approaches to improve service delivery.

You will be the responsible Finance Officer for Douglas Borough Council as required by the Accounts & Audit Regulations, including for the Isle of Man Local Government Superannuation Scheme.

Provide cover in the absence of the Chief Executive Officer including standing-in as Acting Chief Executive Officer, when required.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

1. As a member of the Chief Officers' Management Team share and lead, as agreed, in the development and review of corporate strategies and the allocation of resources, be accountable for cross-Council initiatives to improve outcomes.
2. Accountable for the effective planning, organising, delivery and continuous improvement and efficiency of the Department, its resources and allocated budgets through service delivery, efficiency and improvement plans as required.
3. Ensure the Council is provided with professional advice in relation to the range of functions within the Department, to support effective policy and strategy development. Develop the service orientated culture and operate in an open, respectful, accountable and democratic manner and ensure statutory duties and obligations of the Department are met.

4. Develop and articulate a clear vision for the Department continuing the service, governance, standards, culture, behaviours and attitudes required by a competitive, commercial, customer orientated Finance department offering effective value for money services.
5. Develop and deliver plans and strategies for the development of the Department. Support the achievement of the Council's priority objectives (to include service planning, managing priorities, target setting, performance monitoring, service measures and key performance indicators) using a planned approach which integrates a range of data and the leveraging of resources beyond the Council and opportunities offered by developing technology.
6. Ensure project management is applied to processes, methods, knowledge and skills to ensure project objectives are achieved according to the criteria set, within agreed timescales and to budget.
7. Responsible for the implementation of individual performance management processes within the Department and as line manager to be responsible for performance management and developing the capacity of the Assistant Chief Officers directly reporting to you.
8. Lead cultural changes with a focus on building a valued, confident, innovative and focused workforce, providing customer orientated services. Actively review all services provided by the Department to identify how best to commission for future delivery including identification of priority outcomes and the most effective and efficient delivery methods are employed.
9. Lead, direct, manage, motivate and co-ordinate the Finance Department creating an accountable culture in which all employees are clear of their roles and responsibilities.
10. Develop, implement and evaluate policies and programmes for the provision of cost-effective high quality corporate services which accord with the Council's policy objective and meet both statutory and local needs. Manage and monitor performance effectively across the Department, setting clear objectives, managing competing priorities and balancing the different interest and needs of the citizens.
11. Develop, mentor and carry out development reviews with directly accountable employees and through directly accountable employees ensure all Department employees are well managed, developed, motivated and empowered within the overall Council framework.
12. Provide financial management information, advice and guidance as requested by the Council and/or Chief Executive together with such financial information needed by Committees in connection with the services provided by the Council together with strategic planning and policy making recommendations.
13. Lead the work on development and review of the Council's medium term financial strategy and capital plan. Participate in the review of the Corporate Plan.
14. Take the lead role on behalf of the Chief Officers' Management Team on topics or projects as specified from time to time by the Chief Executive.
15. Monitor performance of accountancy, procurement, payroll and internal audit services against agreed performance indicators and purposeful measures.
16. Prepare and monitor service budgets, in accordance with Council policy, in order to contribute to the delivery of corporate objectives and to ensure the plans and policies are understood and effectively implemented to maximise service outcomes.

17. Ensure appropriate professional advice and information is given to Council, Committees and Elected Members within agreed procedures to ensure they are fully informed and involved in appropriate decision making.
18. Responsible for arranging appropriate insurance for the Council's activities to ensure the Council's Risk Register is kept up to date, using it as required in providing advice on internal and external audit matters.
19. Be a named member of the Gold Emergency Planning Rota and ensure appropriate business continuity plans and emergency response procedures are in place for the services of the Finance Department.
20. Ensure the development of effective working relationships between the Department and others across the Council. Lead and participate actively in inter-departmental working groups as required.
21. Determine the accounting records and accounting control systems to be maintained by the Council. Ensure accounting control systems are observed and records are maintained in accordance with proper practices and kept up to date. Ensure the Council's Accounts are prepared in accordance with best practice, compliant with statutory requirements, current Accounts & Audit Regulations and related Statement of Recommended Practice. Ensure accounts and any relevant accounting records presented for audit are sufficient for audit purposes.
22. Provide develop and maintain an effective budget making process. Provide financial advice on the optimum use of available resources in the management of capital and revenue budgets.
23. Co-ordinate and prepare with the Chief Executive and other Chief Officers or their representatives, estimates and budgets for those services provided by or on behalf of those departments.
24. In relation to management of contracts between the Council and other parties which are the responsibility of the Department, develop and implement procedures for contract management, administration and monitoring. Provide guidance on contract matters to managers and staff, including the provision of training in contracting practices and procedure, where needed. Ensure contract specifications are regularly reviewed and complied with and forthcoming contracts are planned ahead and contract specifications updated.
25. Recruit and where required select appropriate staff to provide the required levels of service within the parameters of the Staffing Budget. Ensure terms and conditions of service are observed and adhered to and discipline is maintained throughout.
26. Ensure maintenance of appropriate standards of performance and behaviour throughout the Finance Department at all times and initiate all necessary disciplinary action.
27. Responsible for Health & Safety of all the Departments' employees promoting a positive health and safety culture ensuring all required training, appropriate legislation and codes of practice are observed in conjunction with the services provided by the Department.
28. Under the Financial Regulations the Director of Finance is the Council's Anti-Money Laundering Reporting Officer responsible for implementing and compliance with the latest Anti-Money Laundering and Countering the Financing of Terrorism Code.
29. Report to, attend and advise at Committee and Council meetings and support Civic functions as appropriate or required. Establish and maintain effective working relationships with the Leader, members and other political groups; working with them to develop constructive and effective

working relationships and a positive, productive interface between members and staff across the Department.

30. Responsible for administration of the Isle of Man Local Government Superannuation Scheme including a triennial valuation of the fund, reviewing the veracity of the regulations, investment of funds, monitoring and reporting on financial performance of appointed fund managers, within the parameters to be agreed from year to year with the Council as administering authority.
31. Responsible for ensuring the Isle of Man Government Superannuation Scheme is supported by effective systems to ensure those responsible for the pension fund's activities can be challenged and held accountable for their financial performance.
32. Ensure equality of opportunity for all people, in service provision and in employment, and work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
33. Develop working relationships with Isle of Man Government Treasury and other Government Departments to co-ordinate and facilitate financial aspects of payment of grants.
34. Compliance with the provisions of the Isle of Man Data Protection Act 2002, the Computer Misuse Act 1990, and the Council's Constitution.
35. Such other duties as the Council or the Chief Executive may from time to time require and to assist the Chief Executive including personnel and staffing matters.

SELECTION CRITERIA

Qualifications

1. Member of an accounting body recognised by the International Federation of Accountants (IFAC) qualified through examination (CIPFA or equivalent (ACCA, CIMA)).
2. Educated to degree level or equivalent
3. Evidence of Continuing Professional Development (CPD)

Management Skills and Experience

- i. Minimum of 5 years relevant post qualification experience at senior management level, preferably in public finance.
- ii. Extensive knowledge of Superannuation Scheme, Administration and Investment preferably in the public sector.
- iii. Substantial track record of working and managing successfully at senior level, including strategy development and implementation, managing budgets, resourcing, motivating and developing teams, managing change and performance improvement.
- iv. Act as a strategic leader building strong, visible and collective leadership between Members, senior offices and partners building a culture of high performance, inspiring people and supporting the delivery of Council objectives.
- v. Thorough understanding of the operation of Local Government and the challenges facing local authorities.
- vi. A successful record of working within a change environment and a commitment to the delivery of Best Value services.
- vii. Ability to operate effectively within the local government democratic processes, with the political acumen and skills to develop productive working relationships with members, citizens and colleagues across the Borough Council, that command respect, trust and confidence.
- viii. Proven track record of successful participation in corporate management and the development of corporate objectives, policies and strategies.
- ix. Able to understand strategic high profile issues, understand and articulate linkages cross the Council and other organisations and set clear direction and goals in order to deliver effective long-term development strategies designed to deliver the Council's aims. Able to lead, influence and implement strategic policies and decisions.
- x. Able to demonstrate significant senior management capacity and ability to lead, manage and direct the successful delivery of large complex projects through others in support of the Council's strategic aims.
- xi. Able to command respect, influence and negotiate at a strategic professional and political level to ensure delivery of complex high profile projects.
- xii. Able to work collaboratively as a member of the Chief Officers' Management Team, taking shared responsibility for the work and success of the Department and the Council.
- xiii. Computer literate with a good standard of spreadsheets and proficient in the use of Outlook and Word.

Negotiating Skills

- i. Provide strategic advice, guidance and challenge to Council and Members in the setting of political objectives and priorities and in developing appropriate strategies for achieving them.
- ii. A track record of working in and forging successful partnerships with both internal and external organisations, government and other local authorities to successfully deliver commercial and cross sector projects to meet corporate objectives.
- iii. Extensive experience of working, influencing and engaging at a political level.

Planning and Development Skills

- i. Evidence of establishing a performance/service management culture, including service planning, managing priorities, target setting, performance monitoring, service measures and key performance indicators.
- ii. Evidence of leading the financial input into planning systems and processes.

Financial Performance Management

- iii. Present integrated financial performance reports showing performance against corporate targets, identifying corporate and operational risks and recommending any necessary courses to re-align plans.
- iv. Evidence of establishing a performance/service management culture, including service planning, managing priorities, target setting, performance monitoring, service measures and key performance indicators.
- v. Evidence of a programme/project governance understanding and the ability to introduce and manage a more robust approach to the project lifecycle, from business case development, through to benefits delivery.

Financial Skills

- i. A proven track record of successfully preparing budgets, monitoring budget targets and providing projections, completing final accounts, in a complex and customer focused environment at a Department and Service level.
- ii. 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.
- iii. Provide independent assurance that the Council's strategic decisions are made in accordance with governance arrangements, relevant legislation and statutory requirements, and in a manner which ensures safety and security.
- iv. Good judgement, strong analytical skills and the ability to produce and challenge data and information intelligently and innovatively.

Motivational Skills

- i. Experience of leading, inspiring and motivating staff to achieve progressively higher standards of service delivery, service improvements and cost reductions within challenging organisational circumstances.
- ii. Demonstrate effective motivational leadership and vision to staff at all levels including a positive attitude to change in order to deliver effective and efficient outcomes enabling the highest possible levels of service quality to be provided.

Communication Skills

- i. Outstanding negotiation, interpersonal and communication skills to relate effectively to employees, managers, members, general public and other stakeholders and command their respect, trust and confidence.
- ii. Able to establish strong positive relationships across the organisation at all levels and with external organisations including developing and maintaining personal and professional credibility.
- iii. Commitment to the finance profession, conduct standards and ethics with good political awareness.

FOR OFFICE USE:

Signed by the Employee

(), Employee

Date

Signed by the Chief Executive

Ms K J Rice

Date

Executive Committee Approval (date)

Revision date

October 2017

Evaluation (date)