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JOB DESCRIPTION ASSISTANT DIRECTOR

POST TITLE & NO: Assistant Director Finance (S151)

DATE ISSUED: December 2010

GRADE: Subject to job evaluation

SERVICE/FUNCTION: tba

PORTFOLIO: tba

RESPONSIBLE TO: Deputy Chief Executive (South Holland & Breckland)

RESPONSIBLE FOR: Financial Services for Breckland and South Holland District Council

JOB PURPOSE: Responsible and accountable for the effective and efficient management and delivery of relevant services and functions to the residents/staff of Breckland District Council and South Holland District Council, in accordance with each Council's priorities, strategies and policies.

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RESPONSIBILITIES: To be the proper officer pursuant to Section 151 of the Local Government Act 1972 and to be responsible for the finances of the Council. (Annex attached)

Responsible for the efficient management of corporate finances, ensuring the Council complies with statutory accounting standards, and the production of a legal and sustainable budget. Responsible for the production of alternative financial strategies to ensure a sustainable budget over the medium term.

Management of the Financial Services functions and activities for both Councils and their proper performance

Provides high level strategic and professional financial advice and information to the Executive Members and senior managers of both Council.

LIAISON WITH: Corporate Management Team, Managers and Staff at Breckland District Council and South Holland District Council, External Agencies and Councillors.

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KEY COMPETENCIES:

Commercial & Entrepreneurism is about understanding the value of the taxpayer's pound, increasing productivity by managing resources and creating opportunities to do things in a different way. It is about using risk management to innovate. It is about pace, acting decisively and implementing quickly.

Ownership & tenacity is about empowerment, taking responsibility, accountability and being able to see through and resolve issues. It is about maintaining momentum and pace while being flexible and nimble. It is about being passionate, ambitious, committed and self motivated, always trying to exceed expectations. It is about creating and supporting teams as well as playing an active role within them.

Innovation and ambition represents an intimate knowledge and understanding of customers' current and future needs, other authorities, and market and technology trends. It's about networking and incorporating new ideas and concepts from outside the organisations whilst balancing risk and ambition. It is about setting stretching goals and pushing the limits to succeed.

Managing for outcomes is about getting things done, prioritising activity, cutting through bureaucracy, removing obstacles and making things simpler. It is about putting the needs of the council and citizens before one's own personal, team or service's interests. It is about focusing on outcomes.

Relationship management is about creating relationships with people and organisations to deliver the right outcomes. It is about challenging constructively, looking at different ways of approaching things to create win win situations. It is about working collectively, not in silos and thinking more laterally.

Working with and understanding people is about managing change, developing people; and listening across two organisations to understand needs and priorities. It is about influencing and motivating people, changing their mindset and helping them achieve their goals and aspirations as well as those of the organisations.

KEY TASKS:

- 1 To effectively fulfil the role of Section 151 Officer for both Councils in accordance with relevant legislation.
- 2 To assist the Corporate Management Team and represent the Council accordingly as directed.
- 3 To ensure that the Council fulfils all statutory requirements and that elected members are provided with guidance and options to enable them to determine ambition, priorities and required outcomes.
- 4 To ensure the effective and efficient delivery of financial services to Breckland District Council and South Holland District Council through the management of all available resources, including contract management and undertaking the client interface role.

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- 5 To lead change internally and through partnerships. Ensure effective and constructive relationships with other teams in the Councils, external agencies, partner organisations and customers. To encourage and champion partnership working through the merged service programme and other shared services initiatives.
- 6 Provide positive and effective leadership to staff in the delivery of relevant services and functions. To invest in the development and performance management of all staff in the Service.
- 7 To ensure integration of service priorities with the corporate plans, performance management systems and budgets of both Councils.
- 8 Contribute to, and where required, manage and lead the delivery of corporate projects.
- 9 Contribute positively and collaboratively to the work of the joint Senior Management Team.
- 10 Develop and maintain clear mechanisms for obtaining performance feedback from customers of the Service.

KEY GENERIC CORPORATE RESPONSIBILITIES

1. Write reports for members, Corporate Management Team and partner working groups to consider on issues relating to the Economic Development function.
2. Contribute to the performance of the Service through business planning mechanisms, performance review and team meeting processes.
3. Support the Corporate Director in making sure the Service offers a customer focused service and strives to be innovative in its search for continuous improvement.
4. Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.
5. Attend meetings as required (you will need to be flexible in working hours).
6. Comply with the Council's Constitution and policies.
7. Perform any other relevant activities decided by the Corporate Director
8. The key tasks are intended to serve as an indication of the character and general level of the post. They are not in order of priority and you should not consider them as absolutely final or exclusive. The list may be changed depending on the operational circumstances of the District Councils.

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9. As an employee of Breckland Council or South Holland Council you must comply with the Health & Safety policy and attend the compulsory Health & Safety training as and when requested.
10. You will be required to undertake any necessary training to enable you to perform your duties effectively.
11. You will be required to follow the Breckland and South Holland Equality Scheme to ensure that services are delivered in a manner which is fair for all sectors of the community.
12. You will be required to make yourself aware of, and work within, the Data Protection Policy.

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Annex 1

Role of Section 151 Officer

Objective	Duties
Stewardship of public money	<p>Primary obligation and duty to administer public money, to collect all money due and disburse it in accordance with professional standards of conduct.</p> <p>Fulfil a fiduciary responsibility to the local taxpayers.</p>
Fulfil the Chief Financial Officer (CFO) responsibilities under s151 of Local Government Act 1972	Fulfil the stewardship role as the officer responsible for making all arrangements necessary for the proper administration of the Council's financial affairs
Fulfil the CFO responsibilities under s113 – s114 of Local Government Finance Act 1988	<p>To be a member of specified accountancy body (one of the six accountancy Consultative Committee of Accountancy bodies) (CCAB) (s113)</p> <p>To make a report under s114 if it appears to the CFO that the authority, a committee of the authority, or person holding office or employment under the authority of joint committee on which the authority is represented:</p> <ul style="list-style-type: none"> • Has made or is about to make a decision which involves or would involved the authority incurring expenditure which is unlawful, or • Has taken or is about to take a course of action which, if pursued to its conclusion, would be unlawful and likely to cause a loss or deficiency on the part of the authority, or • Is about to enter an item of account the entry of which is unlawful <p>Fulfil the duties of a CFO personally unless unable to act owing to absence or illness, in these instances the CFO will nominate a member of staff who is qualified as defined in s113(3) to undertake this role</p>
Fulfil the CFO responsibilities under Local Government and Housing Act 1989	<p>To fulfil the requirements of s6 of LGHA89</p> <p>To keep a Housing Revenue Account and comply with the statutory accounting requirements (Part VI) of LGHA89 – housing Finance</p>
Fulfil CFO responsibilities under Local Government Act 2000	<p>Executive Arrangements</p> <p>The Finance Director and the Monitoring Officer have a role in advising whether particular decisions are likely to be contrary to the policy framework or budget.</p> <p>The Statutory advice in relation the LGA2000 continues that “the Finance Director will have an important role in the management of the Local Authority, in particular by:</p> <ul style="list-style-type: none"> • Contributing to corporate management in particular, to the provision of professional financial advice • Maintaining Financial administration and stewardship • Supporting and advising members and officers in their respective roles

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Objective	Duties
	Providing financial information to the media, members of the public and the community.
Fulfil the CFO statutory requirements of the Accounts and Audit regulations 1996 (England and Wales) as amended	<p>To ensure the accounting records and supporting information, control systems and Statement of Accounts are produced and in place in line with the requirements of the regulations.</p> <p>To maintain and adequate and effective system of Internal Audit of the accounting records and control systems.</p>
Fulfil the CFO statutory requirements of the Local Government Act 2003	<p>To report to Council on the following matters:</p> <ol style="list-style-type: none"> 1. The robustness of the estimates made for the purpose of budget calculations 2. The adequacy of the proposed financial reserves <p>To advise the Council on the requirements of the Prudential Framework to set and arrange its affairs to remain within Prudential limits and comply with Treasury Management Codes and Guidelines</p> <p>To enable the Council to review its budget calculations from time to time during the year and to advise the Council to take such action as it considers necessary to deal with any deterioration of its Financial Position.</p>
Comply with the “Wednesbury Principles”	<p>To be alert to the WP and demonstrate that these principles have been observed. This will be done by – as a matter of routine – ensuring that important policy decision and associated advice are well and clearly documented.</p> <p>(The WP emphasise the importance of ensuring that when developing policy all relevant matters are properly considered. The judgement in the case stated that an authority’s action in exercise of statutory discretion would only be regarded as unreasonable, in excess of the powers given by parliament and therefore invalid if:</p> <ul style="list-style-type: none"> • In making its decision it took into account matters which it ought not to take into account, or • It did not take into account matters which it should have taken into account. Or • Even if the 2 previous conditions were satisfied the conclusion was so unreasonable, that no reasonable authority could ever come to it)

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DRAFT PERSON SPECIFICATION

POST TITLE & NO: MANAGER

DATE ISSUED: November 2010

Attributes	Essential Qualities	Desirable Qualities
1. Education & Training	<ul style="list-style-type: none"> a. A relevant qualification or equivalent experience or b. Evidence of training in management 	<ul style="list-style-type: none"> a. Membership of a relevant professional body b. A formal management qualification
2. Experience	<ul style="list-style-type: none"> a. Experience of managing a Local Authority service function b. Relevant post-graduate experience including managerial responsibility in a related field c. Relevant experience in the financial management of operational and project budgets d. Experience and knowledge of the legal, statutory and corporate framework relating to local government e. Evidence of managing strategic changes and major projects f. Track record of delivering improvements against performance targets. g. Evidence of developing and managing effective customer driven services and working in complex stakeholder environments 	<ul style="list-style-type: none"> a. Management experience at a strategic as well as an operational level b. Experience of working with elected members and of recognising and dealing with politically sensitive issues c. Experience of operating within a performance management system d. Experience of working in partnership and in multidisciplinary teams
3. Knowledge	<ul style="list-style-type: none"> a. A sound knowledge of the local government sector and awareness of the Government's agenda for modernising local government. b. Knowledge of national and 	

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	<p>regional policies and strategies as they effect economic and community development.</p>	
<p>4. Personal qualities, attitude and behaviours.</p> <p>Fully defined in the competency document with examples of effective and ineffective behaviours that will be tested fully in assessment and interview.</p>	<p>Commercial and entrepreneurship</p> <p>a. Demonstrating a commercial approach, increasing productivity by managing resources and creating opportunities to do things in a different way. Being entrepreneurial, understanding how to use risk management to innovate. Demonstrating pace, decisiveness and implementation.</p> <p>Ownership and tenacity</p> <p>b. Demonstrating how to empower people, take responsibility, accountability and being able to see through and resolve issues. The ability to maintain momentum and pace while being flexible and nimble. It is about being passionate, ambitious, committed and self motivated, always trying to exceed expectations. Creating and supporting teams as well as playing an active role within them.</p> <p>Innovation and ambition</p> <p>c. Being innovative, understanding customers' current and future needs, other authorities, and market and technology trends. Networking and incorporating new ideas and concepts from outside the organisations whilst balancing risk and ambition. Setting stretching goals and pushing the limits to succeed.</p> <p>Managing for outcomes</p>	

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	<p>d. Being able to get things done, prioritising activity, cutting through bureaucracy, removing obstacles and making things simpler. Putting the needs of the council and citizens before one's own personal, team or service's interests.</p> <p>Relationship management</p> <p>e. The ability to create relationships with people and organisations to deliver the right outcomes. Able to challenge constructively, look at different ways of approaching things to create win win situations. It is about working collectively, not in silos and thinking more laterally.</p> <p>Working with and understanding people</p> <p>f. An ability to manage change, develop people; open to listening across two organisations to understand needs and priorities. Demonstrating the ability to influence and motivate people, changing their mindset and helping them achieve their goals and aspirations as well as those of the organisations.</p>	
6. Other attributes	a. Full UK driving licence	