

## **FINANCE DIRECTOR AND s 151 OFFICER FOR THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA**

The Royal Borough is seeking an experienced director who will:

- Lead the borough's corporate finance function and have oversight of procurement; and
- Act as the s 151 officer.

### **The post**

In response to ever lower grant from central Government, the Royal Borough has shared many 'front-line' services with the London Borough of Hammersmith & Fulham (H&F) and the City of Westminster. Each of adult social care, children's services and libraries have their own tri-borough finance function; and environmental services have a bi-borough finance function with H&F only. (Shared services are one means alongside, for example, a doubling of income from commercial rents, that have helped the borough to maintain very high standards of service.)

The corporate finance function, and finance staff serving corporate services, planning and housing, remain solo-borough – except for Treasury management and oversight of the pension fund which is managed on the borough's behalf by Westminster.

The post holder's responsibilities would in the first instance comprise

- the leadership of staff in corporate finance and those supporting corporate services;
- management of the borough's very small procurement unit. (Again most procurement is devolved to departments.) And:
- oversight of pensions and Treasury work alongside the Treasurer of Westminster.

### **JOB DESCRIPTION**

#### **Job Purpose**

1 Advise the Council on all financial matters: ensure the Town Clerk (who is currently also the s151 officer), Management Board, Cabinet Member for Finance and Strategy, Investment Committee, Audit & Transparency Committee and the Cabinet and Corporate Services Scrutiny Committee are given clear, balanced and accurate advice and guidance on all key financial issues, complex financial policy matters and financial challenges facing the Council.

2 Lead on the development and management of the Council's revenue and capital planning and short, medium and long term financial strategies to support delivery of the Council's aims and objectives.

3 Make all necessary arrangements for the Council's financial affairs including income, payments and financial systems for which a major contract renewal will be starting in 2017. S/he will share with the director of HR responsibility for the successor system or service.

### **Main Duties**

1 Work in partnership with senior management colleagues to

- formulate clear strategic direction, planning and evaluation
- build a shared and cohesive organisational culture and ethos; and
- ensure robust governance arrangements are in place.

2 Lead and manage the corporate and corporate services finance function for the Council; and prepare the medium term financial plans to support the Council's strategic objectives.

3 Be a member of the Council's Corporate Services Management Board and to participate in the corporate management and running of the Council's activities in cooperation with other Directors and Departments.

4 Maintain financial disciplines and controls throughout the authority and to identify alternative strategies to improve the overall financial position.

5 Ensure collection of monies due to the Council, payment of monies due from the Council and good management and control of funds, entrusted to the Council.

6 Provide leadership and management to achieve high performance which will include managing the effective use of resources and staff.

7 Lead, manage and implement development processes for the Council ensuring they remain robust and meet the quality standards and financial requirements of external assessors including external audit.

8 Ensure that all decisions of the Council, its members and officers are made with the benefit of clear, accurate and timely financial information and advice.

9 Determine monitoring standards of financial management practices across the Council acting as professional head for the Council's devolved financial arrangements.

10 Act as an effective ambassador and advocate representing the Council in forums responsible for shaping public sector finance including Government departments, regional bodies, GLA and professional financial bodies and forums developing sustainable relationships.

11 Lead financial services in alignment with corporate aims and priorities, including:

- the development and delivery of financial service planning framework across the Council;
- setting clear financial performance requirements;
- robust financial monitoring across the Council;
- management and mitigation of financial risks and barriers to operational effectiveness; and
- creating an environment which fosters innovation and continuous improvement in the management of the Council's financial arrangements.

12 Plan, control and deploy financial, staffing and physical resources to deliver agreed service priorities.

13 Manage financial services and staff budgets in accordance with the Council's financial regulations procedures and frameworks ensuring value for money.

14 Carry out duties with due regard to the equal opportunities; information governance, data protection and health and safety policies and procedures.

15 Undertake any other duties commensurate with the general level of responsibility of this post.

### **Job Context**

There should be a wide range of internal and external contacts including senior managers, elected members, professional bodies, partner organisations – notably Hammersmith & Fulham and Westminster, and government departments involving the use of a wide range of interpersonal skills.

### **Person specification**

The postholder will, of course, need to be a fully qualified accountant.

S/he will need to be flexible in the depth and scope of his/her approach to management. The installation of an outsourced finance, payroll and HR service continues to cause difficulties: on occasion, s/he will need

forensic, problem-solving skills alongside tenacity and persistence in negotiation; but at other times, to be able to delegate.

Despite that, it is conceivable that the job can be done in fewer than five days a week.