

# **The Royal Borough of Kensington and Chelsea**

## **Executive Director for Finance, Information Systems and Property**

### **Job description**

#### **Key Accountabilities**

- To be the principal adviser to the Council on finance.
- To act as the Council's appointed officer for the purposes of section 151 of the Local Government and Housing Act 1989, making all necessary arrangements for the proper administration of the Council's financial affairs, including income, payments and financial systems.
- To lead on development of the Council's revenue and capital planning and short, medium and long term financial strategies.
- To set and monitor standards of financial management across the Council, acting as professional head for the Council's devolved financial arrangements.
- To recommend and implement strategies for treasury management, project financing, loans, investments, leases, insurance.
- To manage internal audit and liaise with external audit.
- To be adviser to the Council's pension fund of around £450 million.
- To take senior management responsibility for the Council's IT strategy and systems, including the development of e-government initiatives, data management standards and the Council's intranet and internet sites.
- To manage the Director of Property and provide senior support and challenge to this role.
- To ensure the Council's strategic property ambitions are kept fresh and have momentum.
- To manage the Council's systems for the efficient determination and payment of benefits and collection of all local taxes, maintaining high standards.
- To give leadership to the department so as to motivate, develop and empower staff and maintain effective employee relations.
- Ensures the Council's commitments to fair, non-discriminatory and progressive personnel priorities are implemented.

- To maintain and develop management systems, including for service delivery planning, workforce planning, equality, performance management, quality assurance and business continuity, so as to realise the Council's policies and objectives effectively, and ensure continuous improvement.
- To ensure departmental compliance with the Council's regulatory standards.
- Ensures assets and budgets are fully utilised and that budget control is maintained.
- To take an active part in the Council's corporate management as a member of the Management Board.
- To assist the Town Clerk and Chief Executive in the corporate management of the Council, taking responsibility for programme and project leadership as agreed.
- To be the senior management lead for the Council's customer access initiative, and manage the Customer Service Centre.
- To be the senior management lead for strategic support to procurement, risk management and for the Council's work on value for money.
- To provide professional advice on matters within this portfolio to all Councillors as required but in particular to the Cabinet Member for Finance and Information Technology.
- Ensures appropriate advice is given to the Council's executive Cabinet, and the Cabinet and Corporate Services Scrutiny Committee, Audit Committee and Investment Committee.
- Advise the Leader of the Council and Cabinet Member for Finance and IT and for these purposes, attend meetings of Councillors as required.
- All staff are expected to carry out their job in compliance with the Council's Constitution. This means being familiar with the policies and procedures relevant to the job and asking for information and advice if unsure of the correct course of action. The Council's Constitution is published on the Internet.
- **Staff directly and indirectly managed**  
**Full time equivalent staff in post at 30 September 2010**  
392
- **Budget responsibility 2010/11**  
Gross expenditure budget for Finance Information Systems and Property £153.7 million, which includes payments of Housing Benefit and Council Tax Benefit of £128.3 million.

## **Executive Director for Finance, Information Systems and Property**

### **PERSON SPECIFICATION**

#### **Qualifications**

1. An accountancy qualification from one of the recognised Chartered Accountancy bodies of Great Britain
2. A university level qualification

#### **Key Skills**

3. High level of numeracy; familiarity with financial planning techniques
4. Demonstrable ability to comment on complex financial issues to both expert and lay audiences
5. Excellent judgement and demonstrable track record of senior management decision-making
6. Broad understanding of the use of information technology in large organisations in general and customer facing organisations in particular
7. Ability to lead, motivate and regulate a large, multi-cultural workforce
8. Advanced project management skills; ability to plan and deliver organisational change and improved service delivery
9. High level of skills in written communication, sufficient to advise decision-making in a £750 million turnover organisation, and to represent the Council's case to external parties including Government
10. Sufficient familiarity with property and asset management issues to add value to this part of the Council's work

#### **Experience expected**

11. Demonstrable experience of financial planning and accounting in a complex and large scale organisation
12. Demonstrable experience of raising external finance and investing funds
13. Demonstrable understanding of local government finance and the importance of the tax relationship between the Council and its public
14. Demonstrable experience of providing board level advice to an organisation with a turnover of at least £100m

15. Demonstrable experience of managing organisational change
16. Demonstrable experience of managing a large multi-layered staff group
17. Demonstrable experience of general management experience beyond a strictly finance function

**Personal qualities**

18. Unambiguous acceptance of and commitment to the responsibilities of a public body towards a diverse inner-city population
19. As the business language of the Council is English, fluency in this language
20. Well developed social skills to take a full part in the life of the Council
21. Well organised and disciplined; used to hitting deadlines and managing a demanding workload
22. Convincing and articulate; able to build relationships and inspire confidence from all parts of the Council
23. Interested in and committed to local government in general and The Royal Borough in particular
24. Resilient and able to remain positive in the face of significant challenges and persistent expectations of high standards