

# Job Description

## Corporate Director – Finance

<b>Directorate:</b>	<b>Chief Executives Department</b>
<b>Grade:</b>	<b>KSP</b>
<b>Responsible to:</b>	<b>Chief Executive</b>

### Job outline:

Corporate responsibility for the management and administration of the Council's finances and the continuous improvement of the efficient use of financial resources across the Council to ensure the effective control of the Council's revenue budget and its capital programme in order to enhance the overall value for money to customers, citizens and taxpayers. Commission any required financial services ensuring cost effectiveness, efficiency and responsiveness

### Job accountabilities:

As a member of the Corporate Management team the post holder will work within the KCC Organisational Responsibilities for Senior Officers. In addition, the post holder will work closely with Cabinet Members, and Corporate Directors to enable organisational responsiveness to elected members; secure the best approach to resource stewardship for the council's budget and finances; ensure that overall management attention, effort and controls are commensurate to risk and opportunity across the council's functions and activities; and enhance the reputation of Kent as a place as well as Kent County Council as the democratic agent of change in the region.

Create options and strategies to develop the corporate financial framework to enable the Council to prioritise and utilise its financial resources to the greatest effect and ensure activity and process comply with Government regulations and legislation.

Provide expert advice to the Pensions Committee and ensure the delivery of an effective fund management service/function to the Pensions Authority.

Ensure the Council has effective arrangements for its internal financial controls and a coherent plan for the management of risk.

Act as Section 151 officer on behalf of the Council and Head of Profession to provide direction, leadership and guidance to staff in the Finance function and ensure the

improvement and implementation of Finance standards across the Council and partner organisations.

Actively monitor and challenge the financial implications in all projects and programmes operating within the council.

Lead and develop any commissioning of finance services for the council and act as Client for all commissioned services in these areas. Act as

Client for all commissioned finance services.

Directors will work within the KCC Corporate Responsibilities for Senior Officers. In addition, as members of Extended Corporate Management Team, Directors and Corporate Directors will work together to make strategic decisions on the most effective use of the Council's agreed budget, resources and policies and enhance the reputation of Kent as a place as well as Kent County Council as the democratic agent of change in the region.

## Recruitment Selection Criteria

The qualifications, knowledge and experience criteria below will be used in shortlisting. Applicants should describe in their application how they meet these criteria.

### **Knowledge:**

The qualifications, knowledge and experience criteria below will be used in shortlisting. Applicants should describe in their application how they meet these criteria.

### **Qualifications:**

- Relevant Management or Professional qualification.
- Evidence of continuing professional development.
- Educated to degree level or equivalent.

### **Experience:**

- Successful track record of making a significant contribution at a senior strategic level in local government, or other relevant complex and diverse organisation(s), promoting and delivering a range of key strategic services innovatively and within budget.
- Proven experience and understanding of the role and function of Local Government, working directly with elected members to ensure the effective delivery of solutions that meet the council's strategic aims.
- Extensive experience of working, influencing and engaging at a local and national political level.
- Substantial track record of working and managing successfully at a senior level, including strategy development & implementation, managing complex budgets, resourcing, motivating & developing teams, managing change & performance improvement.

**Skills and Abilities:**

- Able to understand strategic 'big picture' issues, understand and articulate linkages across both KCC and partner 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 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.
- Able to establish strong positive relationships across the organisation at all levels including building and maintaining personal and professional credibility and trust with senior leaders and elected members.
- Able to lead, influence and implement strategic policies and decisions.
- Ability to apply innovative and analytical approaches to solving complex and challenging problems.
- Able to demonstrate effective motivational leadership and vision to staff at all levels including a positive attitude to change in order to deliver effective-outcomes.
- Able to command respect, influence and negotiate at a strategic professional and political level both locally and nationally to ensure delivery of complex high profile projects.
- Able to communicate effectively through written, oral and presentational means, including the ability to write well organised and clear reports with good use of evidence supported by data.
- Able to produce effective strategic and business plans, costed and supported by a coherent and well-development performance framework.
- Able to work collaboratively as a member of the senior team, taking shared responsibility for the work and success of the directorate and the Council.

**Knowledge:**

- In-depth knowledge and understanding of the policy context, strategic challenges and operational realities of services provided by this post
- Proven commercial knowledge with a focus on commissioning for outcomes that meet customer needs.
- Good understanding of the Authority's transformation agenda and how innovation can be used to improve services and outcomes for residents & businesses

# Organisational Responsibilities

All Corporate Directors, Directors and Heads of Service have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of the County Council. These are fundamental elements of their role not an addition and are summarised as follows;

## Whole Council

- Seek to improve the lives of all residents in Kent and the economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected Members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services.
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

## Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

## **Embedding Commissioning and Engaging Relevant Markets**

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve.
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

## **Managing Change**

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.

# Kent Values

## **Open**

Acting with integrity, honesty and transparency; healthy attitude to risk; welcoming and expecting change and evolving technology; working in new ways; willing to learn; working as a whole-Council and treating people fairly and with respect.

## **Invite contribution and challenge**

Working collaboratively and innovatively to find new solutions that put the interests and wellbeing of customers first; open to challenge and actively encouraging and expecting contribution.

## **Accountable**

Self-sufficient, taking personal and professional responsibility for our actions, the pace at which we work; performance and the council's money.