



# Director of Finance and Assets (S151)

## Job Description



**Job Description:** Director Finance and Assets and Section 151 Officer

**Salary:** £82,801.29- £93,569.18 per annum – Chief Officer

**Reporting to:** Chief Executive

**Date Prepared:** December 2024

### **Overall Purpose of the Role:**

To act as the Council's Section 151 Officer and lead on the delivery of high quality financial advice and support to the Council's officers and members. Ensuring the effective management of the Council's finance function to fulfil the Council's statutory requirement in relation to the proper administration of the financial affairs of the Council.

To develop and lead on a number of council strategies including the medium-term financial strategy, treasury strategy and the corporate capital plan, working in conjunction with Services across the Council.

As a member of the Council's Management Team, contribute to the effective corporate management of the Council's activities and the achievement of its objectives.

As a member of the Management Team provide corporate leadership to the council, helping to deliver the overall aims and plans and ensure that we adapt to an ever changing environment putting residents at the centre of everything we do while ensuring that services reflect a commercial focus and best value.

This business area will support the Corporate Plan themes of 'Our Council' in terms of securing good financial and asset governance whilst underpinning the theme of 'Our Place' by supporting the development of new assets and projects across the district. The post holder will ensure that both of these areas will work significantly across the organisation and in particular with Planning and Regeneration and Housing and Communities to develop the next major growth and community strategies.

### **Service Responsibilities:**

- To lead, develop and deliver highly effective, customer focused services that are innovative, responsive and pragmatic in a changing environment.
- To provide the strategic and operational leadership for WLDC's:
  - Finance Strategy and Treasury Management
  - Financial Management
  - Financial Accountancy
  - Business Support – Including to subsidiaries Creditors/Fraud and Insurance
  - Property and Assets – Including: Asset Management, Acquisition and Disposal, Repairs and, Maintenance, Car Parking, Facilities and Estate Management, Build Management. This also includes the commercial portfolio.
  - Revenues and Benefits

### **Corporate Responsibilities:**

- Chief Finance Officer (section 151)
- Financial and Treasury Management Strategy
- Property and Asset Management Strategy
- Committee Lead for Corporate Policy and Resources Committee and Governance and Audit Committee
- Corporate Lead for Fraud
- Oversight (in collaboration with the Monitoring Officer) of the governance of the organisation

## **Main Duties & Responsibilities:**

- Be the statutory officer responsible for the proper administration of the financial affairs of the council as set out in Section 151 of the Local Government Act, 1972 ensuring the council meets its statutory obligations and delivers the highest standards of probity and good conduct at all times.
- Support the Chief Executive and wider management team in connection with the management and delivery of high-quality, cost-effective services.
- Produce the Council's annual revenue and capital budgets, the medium-term financial strategy and the capital investment programme.
- Oversee the management of the Council's Property & Assets Manager, maximising returns from the leased estate, contributing toward regeneration through use of assets, and ensuring the Council's land and property assets are used to attract and facilitate inward investment.
- Provide clear leadership focus within and amongst partners on developing improved outcomes for the district.
- Manage complex political relationships.
- Manage relationships with key stakeholders and delivery partners including negotiation of complex political/strategic/commercial issues.
- Work with the Monitoring Officer to ensure we have an outstanding governance infrastructure that is understood by elected members and employees.
- Manage confidential, challenging and highly sensitive issues / situations, which involve significant negotiation, persuasion and influencing skills.
- Interaction with others and the ability to successfully influence and motivate are fundamental to the role.
- Work collaboratively with peers on all strategic and operational matters, encouraging a collaborative organisational culture focussed upon improvement and high performance.
- Represent the council at appropriate external groups and conferences as required.
- Be an active participant in national, regional and sub-regional collaborations as appropriate.
- Prepare and present detailed and complex reports to council committees and meetings.
- Demonstrate leadership skills through the effective management of teams in achieving high levels of performance.
- Establish and maintain strong working relationships with elected members.
- Manage and monitor performance and resources within the functions to ensure the delivery of high-quality services in a manner, which demonstrates compliance with relevant policies, guidelines, regulations and national standards.
- Prepare, manage and monitor budgets in accordance with the corporate framework to deliver priorities and to contribute to the business planning process.
- Work to the council's constitutional, legal and regulatory requirements. Adhere to the council's health, safety and welfare policy and equalities policies.

## **Key Accountabilities:**

### **Professional/Technical**

- a. Act as the Council's lead adviser in the provision of professional and technical advice to Members, officers and external bodies and partners, on all matters relating to the corporate financial strategies of the council both revenue and capital advising on options available and recommending a course of action that gives best use of resource.
- b. To lead on the development and implementation of Treasury Management strategy.
- c. To lead on the development and implementation of the council's Property Management strategy.
- d. Manage Treasury Management Services, ensuring that the council has an accurate cash flow forecast reflecting all revenue and capital commitments to enable appropriate decision making in relation to the council's cash position.
- e. Implement, develop and support the review of financial systems to ensure that the financial planning function can provide a comprehensive and effective service to the council.

### **Service/ management responsibilities**

- a. Lead, motivate and hold teams to account for functional performance, consistently demonstrating Council values and standards, ensuring performance targets are achieved.
- b. Make a significant contribution to the Council, set and monitor service plan and standards and support the Executive Business Plan and Corporate Business Plan development.
- c. Overall responsibility for the management of a multi-disciplinary professional and technical service.
- d. Be accountable for the management and monitoring of the Service budget. Ensure corporate compliance with the Council's constitution, financial regulations, and audit procedures.
- e. Be accountable for the procurement of specialist resources in relation to strategic planning and design work and ensure compliance with corporate procurement procedures.

### **Promotion, Consultation and Engagement**

- a. Be accountable for ensuring that strong and practical relationships are developed and maintained with developers, and investors, promoting and meeting the Council's regeneration objectives whilst understanding business imperatives and viability issues.
- b. Developing and maintaining effective partnerships with key stakeholders that will enable the delivery of the Corporate Plan.

### **General Duties:**

- Develop business continuity plans to maintain delivery of critical service outcomes during major emergency planning incidents or other unanticipated events.
- Carry out all accountabilities in compliance with the Council's Policies and Procedures.
- The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all their staff to share this commitment. As part of this commitment all staff will attend a safeguarding briefing as part of their induction and will be expected to familiarise themselves with the safeguarding policy.
- In fulfilment of the role, the post holder will be expected to be aware of, take account of and demonstrate the Council's agreed core values and behaviours.
- To promote a safe and healthy working environment, taking responsibility for the health and safety of all staff, Members, service users and other members of the public, in line with the Council's Health and Safety at Work Policy. The post-holder will oversee the implementation of all necessary risk assessments and associated risk management activities and regularly review local arrangement.
- To undertake other duties as may be required commensurate with the responsibility level of the post as directed by the Chief Executive
- To provide cover for the major incident Out of Hours emergency rota.