

**WOKING BOROUGH COUNCIL
JOB PROFILE****Job Description**

Job Title: Strategic Director for Finance & Section 151 Officer

Pay Grade: W11

Directorate: Corporate Services

Team: Finance

Reporting to: Chief Executive

Job Purpose:

Reporting to the Chief Executive, as a member of the Corporate Leadership Team, this role acts as the Council's statutory Chief Financial Officer and Section 151 Officer.

The role will be integral to the Council responding to Government intervention and the issuing of a Section 114 Notice in May 2023. As part of this programme, they will lead on the Financial Recovery theme of the Council's Improvement and Recovery Plan. This theme aims to ensure sustainable budget management, making difficult decisions whilst delivering against council strategic priorities and safeguarding future capacity.

Alongside this strategic improvement role, this role also fulfils the statutory role of the Council's Chief Finance Officer (s151) as defined by the CIPFA publication on the role of the Chief Finance Officer. It will be responsible for leading the Finance Team and ensuring effective arrangements are in place to meet legislative and statutory requirements in relation to financial management, reporting and internal control.

Main Tasks:

1. To undertake the responsibilities of the Council's Chief Finance Officer.
2. As a member of the Council's Corporate Leadership Team, contribute to the effective design and subsequent delivery of the Council's key priorities as specified in the Improvement and Recovery Plan and Medium Term Financial Strategy
3. Contribute to and support corporate governance across all of the Council's activities.
4. Professional responsibility for the Council Tax and Business Rates functions currently reporting to the Head of Digital during a customer services transformation programme.

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5. Leadership of the Financial Management team providing and budgetary and accounting support required for the Council's business and all accounts payable and receiveable.
6. Developing and overseeing the delivery of the Annual Internal Audit Plan
7. Ensuring that the Council has effective policies and strategies that deliver the Council's priorities and long term financial sustainability.
8. Ensuring the Council fulfils its lawful obligations, statutory duties, and performs its functions and activities in accordance with the law and the principles of good financial governance.
9. Build and maintain effective working relationships with Elected Members to assist in strategic decision-making and policy making.
10. Plan and control the production of relevant, accurate and timely financial performance and management accounting information for Members, Strategic Director and budget managers.
11. Plan and control the production of financial planning information and forecasts for each Business Area and for corporate consolidation.
12. Lead the management and development of the Finance team, ensuring that they have the right knowledge and skills to support the Council's financial improvement journey.
13. Ensure the delivery of the agreed business area through performance management of the team and individuals.
14. To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

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Person Specification

Key:

E = Essential, D = Desirable,

A = Application Form, I = Interview, P = Presentation

Please list as required.

Criteria	Standard	E/D	Measure
Education & training	<ul style="list-style-type: none"> • CCAB recognised accounting qualification 	E	A
	<ul style="list-style-type: none"> • Educated to degree level or equivalent 	E	A
	<ul style="list-style-type: none"> • Evidence of post qualification personal and professional continued development 	E	A
Experience	<ul style="list-style-type: none"> • Extensive post qualification experience at a senior level within an accountancy and audit environment 	E	I/P
	<ul style="list-style-type: none"> • Experience of providing strategic direction and strong leadership in a previous senior finance or management role 	E	I/P
	<ul style="list-style-type: none"> • Experience of providing strategic advice, information and support to members and external parties. 	E	I/P
	<ul style="list-style-type: none"> • Extensive experience of successful strategic financial management, financial planning and budget preparation. 	E	I/P
	<ul style="list-style-type: none"> • Proven ability to implement and monitor highly effective and efficient financial controls 	E	I/P
	<ul style="list-style-type: none"> • Experience of leading a team to prepare and present accurate and timely financial statements and comprehensive commentary in accordance with relevant regulations/ Guidelines 	E	I/P
	<ul style="list-style-type: none"> • Extensive experience of report writing and presenting at Corporate Team and Council level 	E	I/P
	<ul style="list-style-type: none"> • A thorough knowledge of the efficiency agenda, business improvement techniques and performance management – with the ability to apply these to the development of staff and systems. 	E	I/P
	<ul style="list-style-type: none"> • Authoritative and influential with good relationship management and networking skills. 	E	I/P
	<ul style="list-style-type: none"> • Political awareness with the ability to make progress in complex policy areas. 	E	I/P

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Special Requirements	<ul style="list-style-type: none">• Have day-to-day responsibility for the Financial Management function.	E	I/P
	<ul style="list-style-type: none">• Provide strategic financial advice to Member with Portfolio for Finance and senior management.	E	I/P

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Candidate Screening

Does Rehabilitation of Offenders Act 1974 apply?	No
Disclosure and Barring Service check required?	Yes
If yes, what level?	Basic
Is this a Politically Restricted Post?	Yes
Does this role have emergency responsibilities?	Yes Bronze (Incident Liaison Officer)

Role Map

Behaviour	Level Required (1-4)
Shaping our Future	4
Leading our People	4
Delivering for our Customers	4
Making Change Happen	4
Team and Partnership Working	4
Communicating Openly	4
Performance Management	4

Please refer to the Council's Behavioural Framework for examples and indicators of the expected behaviour required at each level (this will be attached as a document to each job advert).