

ROLE PROFILE

Job Title	Assistant Director - Financial Services
Pay scale and spinal points	
Reports to	DCE
Service area	
No of staff responsible for	2 Staff direct reports 64 including indirect reports
Budget responsible for	£2.5 m

Purpose of the Job:

- As a member of the senior leadership team, to contribute to the overall leadership, direction and management of the service in the context of local and national priorities
- To provide a professional lead across the service on Financial Services
- Drive the improvement/transformation agenda within the service and develop capacity in key areas to support services in meeting local and Corporate objectives
- To be a key player within the service in a management capacity who is actively seeking and applying best practice and innovative methods of service delivery.
- To promote and safeguard the welfare of vulnerable people, ensuring this principle, culture and practice is embedded throughout all Council services, including stakeholders and partners, in compliance with national and local procedures and protocols.
- To provide excellent services to ensure Financial Services operates in accordance with the Council's constitution and policies, budget allocation and statutory requirements.
- To be responsible to the DCE for the effective management and efficient performance of Financial Services within the service
- To ensure that all activities across the Council are managed within the broader context of future shape
- To act as a change agent to assist the Council manage and implement change programmes
- To lead by example and effectively manage people, projects and budgets effectively at all times
- Delivering a full management accounting and Finance Support service to the Council

Key Accountabilities

- To take ownership of the responsibility to have an adequate and effective Strategic Finance service in compliance with the Local Government Act 1972, S151, subsequent acts, and the Constitution of the London Borough of Barnet

Role Specific Responsibilities

- Provide robust and timely financial and performance advice, on behalf of the DCE to CDG and all Committees of the Council
- Directing the work of the team to ensure delivery of the Financial Services accountancy and support services teams to provide accounting information to the required corporate standard. Driving innovation and improved use of technology to more effectively deliver support to the Council as a whole
- Delivering a Financial Monitoring regime which enables the Council to deliver its financial plans and has appropriate mechanisms in place to ensure that the monitoring highlights to the appropriate Management level any risks of a failure to deliver
- Ensuring that all monitoring arrangements can deal with correctly the differing issues of capital and revenue and both multi year and in year budgets
- To manage and be responsible for all financial activities within the Finance Directorate, ensuring that the statutory and other responsibilities of the London Borough of Barnet are properly discharged
- To contribute to the transformation and development of the finance functions across Barnet Council, ensuring that they are cost effective, integral to and supportive of the achievement of the Council's strategic aims and objectives
- To provide strategic review and challenge to directorate or service plans, budgets and forecasts to ensure they maximise delivery of service outcomes
- To establish and sustain a culture of measuring and managing compliance against agreed policies and processes for all financial activities within the service.
- As a member of the Finance management team, to engage fully with the Members to ensure that the service operates in a way that both shapes and responds to the Council's priorities and the community's needs and expectations
- To continuously seek improvements in effectiveness, value for money and quality in the organisation performance of Financial Services
- Develop options for alternative service delivery models, and manage client relationships with providers of Financial Services

Managing Service Direction

- As a member of the leadership team, to formulate the strategic direction, priorities and plans for the service, making a major contribution to the way the Council delivers its services
- Provide clear, visible and motivational leadership to create a high performance culture that drives continual improvement, efficiency savings and high levels of customer satisfaction.
- Anticipate and manage trends and changes in the operating environment and plan to meet these changes in order to provide best value for service users.
- To ensure that every opportunity to maximise Council resource is achieved
- Promote, develop and manage effective partnership working and strategic alliances, with internal and external stakeholders, including, authorities, partner organisations, and agencies in order to achieve continuous improvement in the provision of services and input into policy developments in own area of expertise.
- Build and lead strong teams, communicating the vision and objectives of the service to ensure effective delivery to the agreed service standards and targets.
- Act as a professional advisor to the Council, Cabinet and Chief Executive on all issues relating to the service

Strategy and Policy Development

- Play a major role in contributing to the development and implementation of corporate and service strategies to secure the continuous improvement and high quality services
- Manage strategic and tactical deliver of a suite of complex, service related systems and processes
- Work with the Director to produce strategic options which implement the Council's corporate plan and service objectives as determined by Members.
- To ensure that the impact of new legislation, government policy and all other developments which may impact on the Service Area is identified, analysed and implemented.
- To lead on cross cutting projects and policy reviews in accordance with corporate standards of project management

Performance and Customer Focus

- Develop and implement coherent business, service and workforce plans to support the delivery of high quality performance and provide high value for money which minimises risk

- Develop and implement rigorous and effective performance management processes to drive forward service improvements, including managing, monitoring and reporting on service performance
- Communicate with employees so that they understand the aims of the Council and understand how their individual performance contributes to improved services encouraging and developing optimum performance from staff
- Underline the corporate approach to customer services, as reflected in Barnet's structure and style, and ensure that the highest standards of customer care are delivered and maintained.

Financial Responsibilities

- To lead on the development and implementation of effective financial, planning, monitoring and management systems to ensure the delivery of value for money, cost efficient and high quality services
- Pro-actively manage capital expenditure, income and revenue expenditure for the group. Ensure that services provided are managed, monitored and adjusted to meet financial services and business targets in line with Member priorities
- Be responsible for the contract management of all projects within area of control. Including certifying payments, certificates and that instructions issued ensure the proper administration of contracts and compliance with financial regulations
- Establish, develop and manage systems which maximise income to be obtained from external sources
- Preparation of bids, justification for financial support, agreement of programmes and the execution of all management functions to obtain external funding from Central Government, Greater London Assembly, and other appropriate funding sources.

Leadership and Management

- Provide clear, visible, motivational leadership and management within the senior management team and the service to create a high performance culture that drives continuous improvement, efficiency savings and high levels of citizen satisfaction
- Through effective planning and resourcing, provide robust strategic leadership and effective management of services delivered by Finance Services and its staff, ensuring that it is an effective, high performing team capable of delivering Member's priorities.
- To lead on all aspects of staff management including recruitment, induction, production of personal objectives, monitoring of staff performance data, delivery of performance appraisals, management of poor performance and learning and

development.

- Provide sufficient management guidance and information and embed good people management skills in managers across the service, making Barnet Council an exemplar employer where there is high performance and high levels of productivity and morale.

Programme & Project Management

- Deliver all projects to a high standard and within corporate project and programme management standards
- Monitor and control performance against plans, reporting as appropriate
- Ensure that projects are reviewed on a regular and systematic basis with lessons learned captured and appropriate action taken.

Communication & Influence

- Through clear and effective communication, secure and support the implementation of Council and service priorities.
- Promote a positive image of the Council and the borough, both internally and externally, and support the implementation of the Council's values.

Diversity

- Deliver the Council's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality of opportunity for employees and service users by establishing a culture of fairness, respect and mutual support
- Ensuring that the Council is able to deliver its responsibilities in relation to equalities

Health and Safety

- Promote and safeguard the welfare of vulnerable people, ensuring this principle, culture and practice is embedded throughout all Council services, in compliance with national and local procedures and protocols.
- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk.

PERSON SPECIFICATION

Qualifications Required:

Type	Level
Professional qualifications/ memberships	Recognised professional qualification and substantial continuing professional development. Accountancy qualification, preferably CIPFA, and full professional membership of a CCAB body
Management	Management qualification or on the job experience supplemented with relevant training
Education	Educated to degree standard., post graduate qualification, MBA or equivalent, or relevant experience

Technical / Knowledge Requirements:

Type	Description
Experience	<ul style="list-style-type: none">• Extensive knowledge, experience and understanding of the major issues facing the Finance service.• Understanding of the SORPs, FRS and current best practice in finance and corporate finance. Demonstrable experience of delivering services which accord to these standards ideally in an organisation which has achieved recognised improvement assessed through external stakeholder reviews (e.g Use of Resources Assessments)• Experience of managing within a complex environment.• Experience of leading and managing a large and successful team.• A thorough understanding of the legislation and statutory framework affecting service delivery in this area• Extensive experience of successfully implementing projects and/or programmes• Evidence of successful leadership and financial management at a senior level• Experience of effectively managing and supporting people• Experience of effectively managing change• Experience of effectively managing budgets• Experience of developing and delivering alternative delivery models for Financial Services• Experience of overseeing client management with providers of Financial Services.

Behavioural Competencies:

Competency	Level
Political Awareness	<ul style="list-style-type: none"> • Able to work effectively in a political environment and establish positive relationships with Councillors, senior managers, staff and external partners, to establish confidence, trust and credibility.
Leadership	<ul style="list-style-type: none"> • Able to provide leadership to staff in a complex environment • Able to provide vision and direction to team members • Able to make independent decisions that have a significant impact on daily operations and strategic direction. • Ensure there is a culture that values continuous personal and professional development • Promotes a culture that values continuous personal and professional development • Knowledge of leading multi-professional teams to deliver project goals. Able to formulate and implement strategic and operational plans. • Able to ensure that users of services and community interests are the focal point of decision making.
Problem Solving	<ul style="list-style-type: none"> • Able to analyse complex information quickly, reaching and articulating decisions with clarity, to deliver solutions that command support.
Staff Management	<ul style="list-style-type: none"> • Able to develop individuals or groups of staff with clearly identifiable milestones for progress and achievement. • Able to create a positive employee relations climate where staff are involved, empowered and committed. • Able to motivate staff, set priorities and targets, direct and plan work to provide an integrated service to meet service standards/deadlines.
Change Management	<ul style="list-style-type: none"> • Able to adopt an imaginative, flexible approach in achieving Barnet's vision of "a successful suburb in a successful London". • Capable of reviewing and evaluating results against quality standards, sharing this learning with others and taking decisive action to ensure that plans are delivered. • Proven experience of managing in a change environment to achieve success • Able to analyse change proposals to ensure best fit with future shape
Team work	<ul style="list-style-type: none"> • Highly effective communication and influencing skills • Proven experience in, working effectively as part of a senior

	<p>leadership team.</p> <ul style="list-style-type: none"> • Success in building, maintaining and leading teams, working in partnership with others and delivering to a shared goal. • Able to enthuse and motivate staff to achieve challenging objectives.
Communication, Influencing & Negotiation	<ul style="list-style-type: none"> • Delivers professional and persuasive presentations to large internal and external groups • Maintains composure in difficult situations or when faced with opposition • Speaks up, even when views or messages may be unpopular • Positively influences the perceptions of people internally and externally • Builds strong and internal networks and uses them positively to benefit the organisation and its stakeholders • Applies skilful negotiation techniques to resolve conflict resolutions • Able to communicate complex issues in a clear and effective manner adapted as appropriate to the audience on matters affecting the service
Performance Management	<ul style="list-style-type: none"> • A record of achievement in promoting and delivering service improvement, customer care, safeguarding and equality and diversity • Ability to maintain, develop and monitor performance indicators for services and use them proactively to improve performance • Able to deliver the Council's commitment to equality of opportunity both in provision of services and as an employer • Ensure that managers and team leaders effectively undertake their responsibilities for managing the performance and development of their staff • Proven ability to manage own delivery in a planned and structured manner to initiate and implement service improvements