



ADUR & WORTHING
COUNCILS

**Assistant Director
Job Description & Person Specification**

Authority	ADC / WBC
Directorate	
Post Title	Assistant Director: Finance
Post Number	
Accountable to	Director for Digital, Sustainability & Resources
Leadership responsibility for	<ul style="list-style-type: none">• Statutory S151 officer• Direct line management for Team Leaders• Responsible for leadership of finance• Development of financial and treasury management strategies.• Collaboration with all stakeholders in Adur and Worthing system, regionally and nationally.• Collective leadership of the whole Council
Key leadership relationships	<p>Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p>External: Members and Officers of other bodies, specialist agencies, the media, contractors and consultants, partner agencies across the public, private and voluntary sectors. Relationships with external auditors, insurers and the councils bankers</p>
Work style	All roles fall within the Blended Working Policy

Job Description - Principal purpose of job (role summary)

As Assistant Director: Finance and S151 Officer you will lead our finance function and develop strategies, which will underpin all of our strategic and operational activity. You will help us make the most with what we have got, leading the development of innovative funding models, which best leverage our assets in order to support our strategic agenda at the same time as making sure that we are sustaining a solid foundation of financial competency across the organisation.

Working closely with the Director for Sustainability & Climate Action you will help to develop the strategic direction of Our Plan and ensure that we have a robust and resilient short, medium and long-term financial strategy to underpin it. You will develop and deliver operational plans with your teams with a strong understanding of multidisciplinary impacts on the organisation and by

demonstrating, promoting and enabling participative working with peers and the wider leadership team, as well as implementing the Councils' strategies.

As Councils, we are committing to a new operating model, which will bring digital and data into the heart of the organisation. As a leader in the organisation we will ask you to champion this shift and to ensure that your own practice and your service is demonstrably adopting new ways of working.

As we embed this new operating model, as a leader you will assume Corporate and Matrix management responsibilities in addition to the service delivery responsibility described here. Your corporate and matrix responsibilities will be:

Corporate: The role of the S151 Officer lies at the heart of any effective and well governed local authority. The S151 Officer plays a key role in helping the organisation balance local service needs with corporate interests whilst ensuring compliance with all financial, statutory and constitutional requirements.

As the most senior finance officer in the council and with the statutory S151 responsibility you will lead our financial planning and accounting and be responsible for financial standards across the organisation.

Matrix: You will be responsible for building a finance capability for the organisation which will:

- strengthen the provision of strategic financial advice and information to the councils, working in partnership with operational managers to support service delivery and improve efficiency
- ensure proper administration of financial affairs, including ensuring that the contract standing orders and financial regulations remain updated
- ensure that we have the appropriate skills embedded in the organisation to ensure sound financial practice.

You will also work closely with the commercial, procurement and funding innovation capabilities in order to ensure they work effectively together.

We expect all members of the Corporate Leadership Team to lead the response to the climate emergency by ensuring services and projects transition to low carbon delivery models at pace, while also taking every opportunity to protect and recover nature and biodiversity.

We expect all members of the corporate leadership team to be sighted on potential grant funding in their area and lead effective bid teams to access it

As a member of the Corporate Leadership Team you will operate across the organisation and provide leadership beyond the boundaries of your role. In doing this you will embrace and bring to life our three core principles; resilience, adaptability and participation - embedding them in the daily working practices of the team.

Main duties, tasks and responsibilities of post holder

Leadership
Maintain strong financial management, underpinned by effective financial controls, embedding a culture of robust financial practice and high integrity across the Councils.
Lead the Finance team to build strong working relationships and embed a culture of genuine collaboration and partnership working across the organisation
Provide positive and inclusive leadership - acting with openness, honesty and integrity and instilling a clear sense of direction, priority and pace whilst ensuring any concerns are addressed promptly
Lead through change - being brave enough to get your hands dirty to make sense of what needs to happen
Bring creativity and innovation to problem solving in the Finance team - providing a range of imaginative solutions or options as well as informing of the risks associated with each option whilst continuing to focus the team's efforts on delivering a quality and committed service, gathering a variety of data to evaluate quality standards
Strategy and Commercial
Provide strategic leadership and expertise in developing the Councils' medium and longer term financial strategy and annual budgets with the Councils' Leadership Team
Lead the management, development, performance and continuous improvement of all Finance services and related activities including: <ul style="list-style-type: none"> ● Accountancy Services ● Treasury management ● Internal Audit ● Payroll ● Cash receipting ● Insurances ● Accounts payable and receivable ● Corporate anti fraud ● Benefit adjudication and discretionary welfare payments
Provide an effective treasury management service, developing treasury management strategies that maximise returns at an agreed level of risk. Work strategically with CLT to develop the financial service offer to other authorities and organisations.
To ensure commercial financial modelling for strategic projects which accords with best practice and identifies risks, issues and assumptions which enables the Councils Leadership team and Members to take and implement effective decisions and mitigation strategies.
Lead the strategic projects allocated to this role to ensure effective delivery of the objectives

Statutory, Legal and Members
To act as the councils' Statutory Finance Officer under S.151 of the Local Government Act 1972.
Lead officer for financial governance matters with specific responsibility for the development and updating of financial regulations and contract standing orders.
Develop and manage the budgets that relate to your service
Ensure that all decisions comply with the Council's constitutions, writing reports to enable robust decisions to be made and presenting to members as appropriate
Lead adviser on all Local Government Finance matters including Revenue Support Grant Settlement interpreting the impact of Government policy on the financial direction of the Council
Provide advice to members on overall financial strategy, help them monitor effectively, preparing funding plans / budgets, providing timely, accurate and impartial advice.
Deal with member enquiries fairly and promptly
Corporate
Work with CLT and Mission Control to develop the councils budget preparation and monitoring arrangements making recommendations to the Councils regarding the level of Council Tax increase for each of the Councils.
Participate in the GOLD Business Continuity rota
Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies
Promote the service and Council positively at all times

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur and Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

Person Specification:

	Essential	Desirable
Participative	Ability to design, implement and embed participative approaches	Proven experience of involving people more closely in the design and provision of services
Adaptive	<p>An innovative thinker able to design effective solutions to changing needs</p> <p>Proven ability to respond quickly to changes in strategic priorities and objectives, translating and owning this across their services</p>	Experience of working in a fast paced environment using approaches such as agile development, design thinking or service design
Resilient	<p>Proven ability to design a strategic approach to getting the basics right and creating a strong foundation for change</p> <p>Understand the need for, and therefore provide a safe and supportive work environment, that nurtures mental and physical health</p>	Experience of working creatively with resource constraints
<p>The requirements above are taken from our Leadership Behaviours and Capabilities document and are an indication of the expectations we have for our Leaders - the full document will form part of your induction</p>		
Qualifications	<p>Degree educated, relevant professional qualification or an appropriate level of experience in a senior management role</p> <p>Membership by examination of one of the Chartered Accountancy bodies</p>	<p>CIPFA qualification</p> <p>Membership of a relevant professional body</p> <p>Management qualification</p> <p>Certificate in treasury management</p> <p>Certificate in project management</p>
Knowledge & Experience	<p>Proven experience in a high profile senior role used to dealing with the general public</p> <p>Proven experience of leading diverse teams through significant change, bringing them together to transform the way their services are delivered</p> <p>Proven experience in policy and strategy development</p>	<p>Recent experience of undertaking a leading role in the final accounts and budget setting process for a local authority.</p> <p>Experience of treasury management.</p> <p>Experience in systems change practice</p>

	Essential	Desirable
	<p>Proven experience in project management and project delivery</p> <p>Several years of practical experience in a senior (i.e. qualified accountant) position in a local authority finance environment.</p> <p>Experience of dealing with elected Members including recent regular attendance at Member meetings.</p> <p>Recent experience of management in a large complex organisation</p> <p>Good understanding of the Political nuances in local government</p>	<p>Proven experience in a high profile senior role with exposure to politicians</p> <p>Experience of mission led innovation</p>
Communication	<p>Highly developed communication skills, able to talk with a wide variety of individuals, communities and organisations</p> <p>Proven success as an innovative thinker able to design effective solutions to changing needs</p>	<p>Used to using a range of communication approaches to bring people along a change journey in a participative and engaging way</p>
Relationship Building	<p>Proven ability to build positive, solution focussed, professional relationships, both internally and externally</p> <p>Experience of building relationships with politicians - both in administration and opposition</p>	<p>Experience of mentoring and/or coaching</p>
Leadership	<p>Proven ability to lead, engage and manage a diverse set of professionals to achieve Our Plan</p> <p>Understands how and when to be visible and to lead and when to step aside</p>	<p>Practical experience of matrix management</p>
Analytical	<p>Demonstrable understanding and experience of data informed decision making</p>	<p>Research and analytical skills</p>
Planning/ Organising	<p>Demonstrable experience of working with complexity and</p>	<p>Experience of iterative project development</p>

	Essential	Desirable
	<p>translating ideas into achievable outcomes</p> <p>Able to work in ambiguity and then create harmony from chaos</p>	
Other requirements	<p>Acceptance of political restriction</p> <p>Able to travel within the Adur and Worthing Districts</p>	