**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Head of ECS Finance and Support | **Grade**:  MG3 |
| **Section:**  Finance and Support | **Directorate:**  Environment and Community Services |
| **Responsible to the following manager:**  Director of Environment and Community Services | **Responsible for the following staff:**  Directorate Support Manager  Principal Finance Officer x3  Performance and Equalities Officer |
| **Post Number** | **Last review date:**  November 2019 |

**Working for the Richmond/ Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

To provide leadership, direction and managerial control of the Finance and Support Division including providing high quality support and guidance to the Directorate Management Team and Budget Holders on financial matters including budgets, value for money, technical issues and management reporting; provide budget monitoring information and business support to the Directorate Management Team, Director of Resources and members.

To work with Members, the Senior Management Team, public / private sector partners to ensure that Environment and Community Services Directorate develops and achieves a clear vision and priorities and upholds its values, whilst providing effective leadership across the Directorate and SSA.

**Specific Duties and Responsibilities**

1. To advise the ECS Directorate Management Team on financial issues relating to Environment and Community Services and promote sound financial management and strong financial controls, supporting procurement, DLO Trading Account, efficiency and transformation programmes.
2. To oversee a range of Directorate financial support services, including Payments, Client Financial Affairs, Income Generation, Trading Accounts, Tendering Processes and Procedures, Direct Payments and Management Information.
3. To oversee a range of business support services across the Directorate including handling FOI requests, Members Enquiries and performance monitoring data and analysis.
4. To prepare revenue and capital monthly/quarterly/annual management accounts, and member reports.
5. To advise and support Members on all relevant service matters, including advising on legislative developments, making policy proposals, commenting on reports, and attending Member meetings.
6. To provide strategic review and challenge to directorate and service plans, budgets and forecasts to ensure they maximise delivery of service outcomes.
7. To implement, maintain and develop efficient and effective financial forecasting processes to support the Directorate, so that spending is kept in line with the agreed budget and service targets.
8. To identify and address opportunities for efficiency savings that will transform service delivery both in terms of value for money and quality.
9. To manage the preparation and monitoring of the Directorate’s revenue and capital budgets and the closing of accounts process for ECS in conjunction with the Corporate Finance Team.
10. To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.
11. To provide strategic, operational and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
12. To provide effective management of staff, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.

**Generic Duties and Responsibilities:**

* To advise and support senior managers on relevant service and other matters, including advising on legislative developments, policy proposals, committee reports.
* To ensure business and budget plans are produced for all functions within the Environment and Community Services Directorate and ensure they are effectively managed within the approved budgets.

* To ensure that performance review and improvement and customer focus is embedded within services, as well as seeking innovative and creative solutions to securing highest quality and value for money services.
* To effectively manage programmes and projects to ensure they deliver on time and within agreed budgets.
* To ensure that effective market testing and contract management of services processes are in place and operating to all required standards, ensuring delivery to specification and within budget; and to manage processes for the timely re-procurement of relevant contracts in liaison with procurement and legal.
* To promote and develop good working relations and collaborative arrangements with relevant third-party organisations agencies including private, voluntary and other public organisations, to forge effective partnership working.

* To represent the SSA, and where appropriate customers, in dealing with external organisations.
* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/ policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the Council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

To oversee and co-ordinate budgets relating to Environment and Community Services Directorate e.g. Revenue c.£18.5 million (Richmond) and c.£20.5million (Wandsworth); Capital c.£45million across both Richmond and Wandsworth; and c.£25million Trading Account.

The post holder will be required to attend evening Council Committee meetings in both Boroughs and may have to deputise for the Director of Environment and Community Services.

**Team structure**

**Person Specification**

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| **Provisional Job Title:**  Head of ECS Finance and Support | **Grade**:  MG3 |
| **Section:**  Finance and Support | **Directorate:**  Environment and Community Services |
| **Responsible to:**  Director of Environment and Community Services | **Responsible for:**  Finance and Support Manager  Directorate Support Manager  Principal Finance Officer x3  Performance and Equalities Officer |
| **Post Number/s:** | **Last Review Date:**  November 2019 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

| **Person Specification Requirements** | **Assessed by**  **A &**  **I/ T/ C**  **(See below for explanation)** |
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| **Knowledge** | |
| Relevant legislation and financial regulations in relation to Environment and Community Services, including procurement of contracts, tendering | A/I/T |
| **Experience** | |
| Proven experience of operating at a senior level in successfully managing the finance functions in a local authority. | A/I/T |
| A track record of successfully leading change and delivering positive outcomes in a challenging environment. | A/I |
| Substantial experience of successfully leading high-performing teams of staff working in diverse areas of responsibility. | A/I |
| Experience of managing conflicting priorities in a large and complex organisation. | A/I |
| Proven experience of successfully managing large budgets and flexibly deploying members of large groups of staff to different areas of work as appropriate | A/I |
| **Skills** | |
| Ability to think strategically and drive the department forward in terms of efficiency and driving continuous improvement in delivering services. | A/I |
| Political awareness and the ability to command respect from Councillors, staff and external agencies. | A/I |
| Proven ability to work effectively in corporate and partnership contexts and to communicate with a wide range of stakeholders to maximise external income. | A/I |
| Excellent oral, written and presentation skills to provide clear and concise messages in a variety of internal and external contexts, including the ability to clearly communicate complex financial issues to a variety of stakeholders. | A/I/T |
| Highly developed influencing, negotiating and excellent inter-personal skills, to influence a range of different stakeholders | A/I/T |
| Significant experience of successfully managing own workload and that of others in an environment where change is frequent, rapid and fundamental | A/I |
| **Qualifications** | |
| CCAB professional accountancy qualification | C |

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**