

JOB DESCRIPTION

JOB TITLE	DIRECTOR OF FINANCE
GRADE	D1
REPORTING TO	CHIEF EXECUTIVE
JD REF	

PURPOSE

- Act as the Statutory S151 Officer.
- Lead and deliver the financial requirements of the Council's to ensure the long term financial sustainability of the Council, ensuring resources are allocated to the delivery of the pledges in the Wirral plan.
- Lead, co-ordinate and manage the Finances of the Council and those budgets jointly managed with other organisations.
- To work collaboratively with the senior leadership team of the Council to deliver the objectives of the Wirral Plan.

MAIN DUTIES AND RESPONSIBILITIES

- Ensure that the financial affairs of the Council, including Merseyside Pension Fund, are managed in an efficient, economic and cost-effective manner in accordance with the obligations placed upon the Council under Section 151 of the 1972 Local Government Act.
- Ensure that Members receive the appropriate level of financial information to ensure effective governance and to inform decision making.
- Be responsible for the Council's strategic financial framework, linking the Wirral Plan, the medium-term financial plan and service plans.
- Strategically assess progress in other organisations/companies to ensure that Wirral Council maintains a modern and best practice approach, supporting a culture of continuous and ambitious improvement.
- Lead on identifying opportunities for maximising income generation, including support to the Council's commercial strategy.
- Develop a pro-active financial strategy that reflects the changing landscape and secures a financially viable model of service delivery for the Council.
- Develop and deliver adequate frameworks for effective financial performance and management in all relevant change programmes.
- Provide strategic and professional financial advice to Elected Members and senior officers on all key decisions, to ensure the Council meets its objectives through effective and efficient financial management.

- Ensure effective and efficient management of financial resources to meet statutory requirements and support delivery of the Wirral Plan, in accordance with best practice and the Constitution.
- Lead the corporate financial services function of the Council that encompasses accounting, treasury management, risk and insurance management, procurement, internal auditing and VAT and taxation compliance.
- Lead the Revenues and Benefits service to ensure delivery of a high-performing, well-managed, strategic Revenues and Benefits services and to ensure that the Council's policy objectives in relation to Revenues and Benefits are met.
- Work closely with the Director of Merseyside Pension Fund to deliver safe and efficient arrangements across all areas and services of Merseyside Pension Fund, including the delivery of Pension strategy, planning and commissioning.
- Oversee regulatory and financial reporting ensuring compliance with good governance and financial control.
- Establish, co-ordinate and evaluate financial strategies and ensure the preparation of budgets, forecasts and accounting policies.
- Ensure compliance with the provisions of the Accounts and Audit regulations, Local Government Act 1972 and standards set by the Chartered Institute of Public Finance and Accountancy.
- Ensure that the Council has effective financial systems in place to ensure prompt billing, efficient collection and proper accounting in respect of all income.
- Manage the budget associated with this post.
- Manage the team who report to this post and provide wider leadership as a corporate director of the council
- As part of the SLT, drive significant cultural change through the Council working with partners in a modern and proactive way.
- As a director of the Council meet all legal responsibilities in relation to the health and safety obligations set out in the Council's health and safety policy.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

- Full membership of the Chartered Institute of Public Finance and Accountancy – CIPFA level or equivalent.
- A detailed understanding of the legal, regulatory frameworks relating to finances.
- Knowledge of 'current thinking' and approaches relating to strategic finances.
- Experience in successfully leading the delivery of financial strategies in a large complex environment.
- Experience of establishing robust systems for the delivery of effective financial and treasury management.
- Experience of establishing and building effective partnership arrangements.
- Experience of working at a senior level, influencing and advising on strategic finance.
- Experience of working at a senior level that requires a high level of strategic awareness.
- Experience of working within a statutory legal and/or regulatory framework.
- Experience of supporting significant change programmes, including the realisation of financial benefits.

• Experience of identifying appropriate



financial trends and developments to maximise opportunities and realise improvements and efficiencies.

- Strong interpersonal skills with the ability to negotiate, influence and generate confidence, trust and respect.
- Ability to demonstrate resilience and flexibility of approach and manage uncertainty and ambiguity for themselves and others.

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

- Experience of delivering large scale organisational change.

ADDITIONAL INFORMATION

The postholder must be able to travel across the borough.

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

DATE OF APPROVAL:

APPROVED BY: PAUL SATOOR, CHIEF EXECUTIVE

