

London Borough of Tower Hamlets

Job Description

JOB TITLE:	Chief Financial Officer (S151 Officer)
GRADE:	Key Chief Officer
POST NUMBER:	
DIRECTORATE:	Resources and Governance
SERVICE:	Finance, Procurement and Audit
RESPONSIBLE TO :	Corporate Director, Resources and Governance
RESPONSIBLE FOR:	<p>Corporate and Management Accountancy; Financial Systems; Financial Planning; Revenues and Benefits, Financial Support and Advice; Procurement; line management of Audit and Risk Management with professional accountability to the Corporate Director of Resources and Governance.</p> <p>Areas of responsibility for the post will be reviewed from time to time by the Chief Executive.</p>
	<p>DBS Standard check required</p> <p>This post is politically restricted</p>

<p>JOB SUMMARY:</p>	<p>To provide strategic direction, corporate leadership and advice on all matters relating to finance (including revenues and benefits), procurement, audit and risk. In doing so, ensure that statutory requirements are met and that accelerated and sustained improvements in performance against Council targets are achieved.</p> <p>Act as the Council's Chief Financial Officer/S151 officer, support the Chief Executive and specifically the Corporate Director Resources and Governance in ensuring high quality financial administration and stewardship throughout the Council.</p> <p>To be the responsible and accountable officer for development of policy and strategy on all matters relating to Council's Financial systems, processes, policies and reporting, working closely with the Mayoral Cabinet where necessary and advising the Chief Executive, Members and others.</p>
<p>ROLE REQUIREMENTS:</p>	
<p>1.</p>	<p>The on-going development and co-ordination of the corporate financial framework, including the Medium Term Financial Strategy, to enable the Council to prioritise and utilise its financial resources to the greatest effect and ensure activity and processes comply with professional standards, government regulations and legislation.</p>
<p>2.</p>	<p>The delivery of robust and efficient financial systems, processes and policies in place supported by effective training and the provision of guidance to budget managers and system users.</p>
<p>3.</p>	<p>The delivery of an efficient and effective accountancy, accounts payable, payroll, pensions administration and treasury management service that enable financial resources to be accurately recorded, monitored and controlled whilst maximising the benefits of reserves and ensuring the Council's cash flow is sufficient to meet all payments due.</p>
<p>4.</p>	<p>The delivery of a responsive service to provide financial advice and guidance to management teams and budget</p>

	managers across the Council.
5.	The delivery of the Council's Annual Accounts and to provide a framework to ensure audits of the accounts result in unqualified audit opinions.
6.	The delivery of a Procurement function to provide a framework for the Council to achieve value for money and achieve corporate objectives through commissioning and purchasing activities.
7.	The provision of an effective Audit and Risk Management function that ensures robust controls are in place to protect the Council's resources and reputation whilst providing a framework to identify and manage risks across the organisation.
CORPORATE RESPONSIBILITIES	
8.	Actively contribute to the leadership of the Council in a way that promotes a 'one organisation' approach.
9.	Develop and maintain positive relationships with elected members to ensure the Council and directorate strategic priorities are effectively implemented and to support Members to undertake their strategic monitoring role.
10.	To promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of disadvantaged groups.
11.	Support organisational change and learning, ensuring appropriate systems of performance and development, communication and engagement, quality measures, monitoring and review are in place for all services and the workforce that delivers them.
12.	To promote sustainability including encouraging a culture of innovation and accountability amongst staff.
13.	Participate in the required rota as directed by the Chief Executive/Corporate Director to ensure emergency planning and business contingency arrangements are in place throughout the Council.
14.	Deputise on a rota basis for the Corporate Director, Resources and Governance.

PEOPLE	
15.	Work collaboratively with the Council's partners to inform strategic decision making sure that this supports the delivery of specific corporate programmes and the community strategy.
16.	Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority.
17.	Establish and promote a culture of learning and workforce planning that enables staff to realise their potential, manage their careers and therefore improve outcomes for Tower Hamlets residents.
FINANCE	
18.	Effectively manage budgets and income delivery targets ensuring that resources are deployed in line with agreed priorities. Ensure that opportunities for efficiencies are systematically explored and developed and drive down spend where appropriate.
19.	Hold managers to account for working within budget and to provide services that are delivered or procured that represent value for money.
SERVICE	
20.	Actively consider new and innovative ways of delivering services that provide high quality and good value for money.
21.	Drive the implementation of consistently high-quality service standards and levels of customer service.
22.	Continuously measure and improve customer service processes to improve the consistency, quality and efficiency of services.
23.	Ensure there is effective integration of related services within the directorate and across the Council, ensuring the contribution of partner organisations,
PERFORMANCE	
24.	Set strategic objectives and lead delivery through robust business and financial planning.
25.	Hold managers and partners to account for the delivery of targets.
26.	Manage, monitor and control externalised contracts

	effectively ensuring that Service Level Agreements, service standards and contractual obligations are met.
27.	Ensure that all services within own area of responsibility, including those provided by external contractors have robust business continuity plans and contribute to the discharge of the Council's responsibilities.
28.	Lead on borough-wide and strategic initiatives collaborating with internal/external stakeholders to deliver cross Council projects.
OTHER CONDITIONS:	
To carry out other duties and responsibilities commensurate with the level of the post as directed by the Chief Executive/Corporate Director.	

Person Specification for the Post of Chief Financial Officer			Method of Assessment A= Application Form T= Test I= Interview
Knowledge & Skills	Ability to balance strategic leadership and direction with effective operational management.	E	A/I
	Ability to foster an open and trusting culture with the ability to lead change through others and inspire high levels of performance.	E	A/I
	Ability to apply discretion and initiative in dealing with complex issues.	E	A/T/I
	Authoritative and influential with high developed relationship management and networking skills, and the ability to foster joint working across service and organizational boundaries for the benefit of residents and communities in LBTH.	E	A/T/I
	Naturally engaging with an ability to inspire and command respect, trust and confidence of colleagues, Council Members and other stakeholders.	E	A/I

London Borough of Tower Hamlets

	Excellent negotiation and influencing skills, able to persuade others to alternative points of view.	E	A/T/I
	Ability to adopt best practice, modern, innovative working practices, which enable the delivery of corporate priorities.	E	A/T/I
	Customer oriented (internal and external facing), with well-developed networking and partnership skills, able to build relationships with a range of stakeholders.	E	A/T/I
	Significant financial and commercial awareness and effective budgeting and financial management skills.	E	A/T/I
	Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular.	E	A/T/I
	Political sensitivity with an ability to make progress in complex policy areas and a strong belief in the value of local democracy and accountability.	E	A/I
	Commitment to LBTH Council's values and behaviours and equal opportunity policy, with an ability to demonstrate personal	E	A/T/I

	leadership on the importance of diversity.		
Qualifications & Experience	Relevant specialist and/or generalist degree(s)/qualification e.g. Legal, Finance, HR/Business	E	A
	Membership of a professional accountancy body (preferably CIPFA)	E	A
	Substantial experience, evidenced by a solid track record of success, leading high-quality services	E	A/I
	A successful track record of engaging effectively with others at a senior and strategic level while building sustainable productive partnerships with key stakeholders	E	A/T/I
	Experience of leading on new ways of working and delivery of culture change in a large complex organisation.	E	A/I
	Significant experience of successfully leading and embedding financially affordably sustainable change, through support of others in complex and diverse organisations with measurable improvements	E	A/I
	Deep understanding of the external commercial and political environment and ability to translate that into organisational actions	E	A/I

<p>Living the TOWER Values sets out the essential behaviours required of all staff.</p> <p>They are aligned to the organisation’s five TOWER Values</p>			
<p>We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets</p>	<p>Builds effective alliances with a wide range of stakeholders and partners to achieve better outcomes.</p>	E	A/T/I
	<p>Visible, approachable and takes steps to shape a positive working culture across the council and with partners.</p>	E	A/I
	<p>Keeps abreast of external changes which impacts on delivery, seeking collaborative solutions to achieve the best outcomes</p>	E	A/T/I
<p>We are OPEN and transparent</p>	<p>Role models and champions a coaching culture across the council and with partners, connecting the ‘bigger picture’ to audiences own values, goals and ideas.</p>	E	A/I
	<p>Strongly facilitates with various stakeholders to deliver the pace of change required for the further success of Tower Hamlets.</p>	D	A
	<p>Approachable and seeks regular internal and external feedback to improve how they do things and to shape strategy and organisational improvement.</p>	D	A/I
<p>We are WILLING to challenge, innovate and be accountable</p>	<p>Takes accountability for leading the organisation in being ambitious and delivering high standards measuring progress.</p>	E	A/I
	<p>Creates a culture of learning, to build capacity and manage talent internally</p>	E	A/I
	<p>Encourages innovation and commits resources for entrepreneurial ideas to achieve better outcomes</p>	E	A/I

London Borough of Tower Hamlets

<p>We empower each other to be EXCELLENT and go the extra mile</p>	<p>Get others excited about Tower Hamlets vision, strategy, values and goals and how they can make a difference.</p> <p>Delegates decision-making where appropriate, whilst supporting and managing organisational risk.</p> <p>actively seek out ways to support and promote well-being across the organisation</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/T/I</p> <p>A/I</p>
<p>We RESPECT all communities; they are the heart of everything we do</p>	<p>Actively contributes to building a customer-focused-culture across the council and with partners using customer data to shape strategic direction of the organisation to optimise outcomes</p> <p>Seeks ways to harness the opportunities presented by the diverse workforce and community.</p>	<p>E</p> <p>E</p>	<p>A/T/I</p> <p>A/T/I</p>
<p>Additional Requirements</p>	<p>Willingness to work outside of contracted hours in the evenings and weekends subject to notice.</p> <p>To comply with the requirement to carry out a DBS check on this role.</p> <p>To comply with the requirements relating to political restrictions for this role.</p>		