

## **JOB DESCRIPTION – CHIEF FINANCE OFFICER & S.151 OFFICER**

### **Job Purpose**

Lead the development and delivery of a sound financial framework for the Council. To be the s.151 Officer for the Council. To lead the delivery of the Medium Term Financial Strategy.

This is a Chief Officer role reporting to the Executive Head of Internal Services and to the Chief Executive through the Statutory Officers group. This role is part of the Management Team.

### **Shared Leadership Accountabilities**

As a member of HBC's Management Team:

1. Delivery of the Council's Corporate Strategy
2. Leadership of the Council's workforce
3. Represent and deputise for the Executive Head of Internal Services
4. Work with the statutory officers (Chief Executive and Monitoring Officer) to ensure sound corporate governance

### **Direct Accountabilities**

1. To deliver the role of the Council's s.151 Officer as follows:
  - Develop process and systems ensuring the delivery of a medium term financial strategy, financial plan and annual budget report to Council that align resources to delivery of the Council's functions and strategic objectives
  - Ensure financial probity and financial management competence across the Council
  - Develop an investment programme linked to the Council's Corporate Strategy
  - To be the audit lead for the Council
2. To be the lead officer to the Audit Committee
3. To develop strong relations with the internal and external auditors ensuring that the Council demonstrates good levels of financial probity
4. Deliver strategic and operational plans to lever external funding to ensure delivery of the Corporate Strategy objectives

5. Generate and develop productive networks both locally and nationally to access best practice and maintain strong strategic and stakeholder relationships.

## **Behaviours & Skills**

### **Shared**

The Chief Finance Officer is a Chief Officer of the Council and is expected to:

- Collaborate proactively and productively as part of the senior leadership team and work effectively with Councillors
- Demonstrate strong financial awareness, stakeholder relationship management and cultural sensitivity
- Demonstrate 'whole organisation' thinking in the delivery of shared and direct accountabilities
- Identify and create opportunities for agile practices in all areas to progress the Council's efficiency agenda and reduce bureaucracy
- Display a 'commercial' awareness in planning and decision-making, encouraging others to do the same
- Communicate compellingly verbally and in writing
- Manage people well to encourage optimum engagement and performance
- Be skilled at managing conflict and achieving resolution
- Show a commitment to customer excellence

### **Service Specific**

This postholder is expected to bring:

- Degree or equivalent level qualification and recognised accountancy qualification  
Evidence of successful resource and financial management, including evidence of the resolution of conflicting priorities, formulating budgets, applying rigorous monitoring and control procedures and maximisation of available grants.
- A record of success in communication and engaging with a wide range of internal and external bodies, building partnerships and productive working relationships and positively promoting organisational reputation and interests.
- Evidence of championing successful change management within a complex and demanding environment; developing, leading and implementing strategies and change programmes to secure continuous service improvement, successful outcomes and significant operational and service changes.
- Evidence of success in building and enhancing the reputation of an organisation with external bodies and the media.
- A track record of working effectively within a political environment, providing clear and balanced advice and guidance on strategic issues to achieve service objectives.

# Havant

## BOROUGH COUNCIL

- Up to date professional knowledge of the key areas relevant to the role and authoritative insight into the legal and governance framework of local government
- Ability to promote the Council, its reputation and status at a regional and national level.
- A track record of having achieved personal professional and organisational goals over the course of their career