

## MEDWAY COUNCIL - JOB PROFILE

<b>DESIGNATION</b>	<b>Chief Finance Officer (CFO)</b>
<b>DEPARTMENT</b>	<b>Finance and Business Improvement</b>
<b>RESPONSIBLE TO</b>	<b>Chief Operating Officer (COO)</b>
<b>GRADE</b>	<b>Strategic Service Manager</b>

### **1. MAIN PURPOSE OF JOB**

The CFO is the Deputy Section 151 Officer, with delegated authority to act as Section 151 Officer in the absence of the COO and will represent the COO at senior officer and Member meetings including Corporate Management Team, Pre-Cabinet, Cabinet and Overview and Scrutiny Committees.

The CFO is responsible for the Council's strategic and operational finance functions, the collection of revenues, provision of welfare and benefit services and the recovery of corporate debt. The primary goal of the postholder is to ensure that the Council exercises sound financial management and robust budgetary control while delivering highly effective and efficient statutory and operational functions in a cost-effective way.

The CFO will direct and oversee the development of the Council's financial strategy framework including the MTFS, capital and treasury strategies and will develop and report the draft, proposed and final revenue and capital budgets through the governance process. The post is also responsible for directing, overseeing and reporting on the council's budget, treasury management and other financial monitoring processes, the preparation of the Statement of Accounts and external audit and for the completion of all statutory financial returns.

The CFO is responsible for leading and directing the teams administering local taxation, welfare and benefit services and the recovery of corporate debt, ensuring all functions are delivered efficiently and in accordance with all legislation and regulations including:

- Administration, billing and automated recovery of council tax and business rates
- Financial welfare service including assessment of housing related benefit and other claims and award of benefit/financial support;
- All corporate debt recovery activity;
- Completion of the benefits subsidy claim and audit;
- Completion of all statutory returns and publications in respect of the service,;
- Monitoring, making projections for future years and reconciling the Council's Collection Fund;
- Development and maintenance of revenues and benefits systems and workflows including document image processing.

The CFO will also lead and direct teams providing front line financial services to ensure the effective financial management of the authority including:

- All exchequer activity, in terms of the payment of invoices, collection of income (cashiers) and control functions;

- Development and maintenance of financial systems, ensuring that financial information is accessible to managers;
- Managing the processing of financial information into financial systems and ensuring the integrity of the data;
- Managing the provision insurance and the insurance fund;
- Day to day treasury management (including ensuring an appropriate cash-flow) and VAT activity.

The CFO will support the COO in liaising with the Government, external auditors and other regulatory bodies including engagement and consultation activities in relation to the Council's funding.

The postholder will support the COO by leading on the provision of financial support to Members, including ensuring all Member reports have appropriate financial implications and ensuring adequate training for and officer representation at Audit Committee, Overview and Scrutiny Committee and other Member meetings as appropriate.

The postholder will build and maintain strong internal relationships within the Council, as well external relationships with partners and providers, to ensure the highest levels of performance for the teams.

The postholder will ensure the progress of projects and programmes are consistent and meet deadlines set out in the relevant improvement plans.

## **2. PERSON SPECIFICATION**

### **Qualifications/Experience**

#### *Essential*

- Minimum 2 years' experience as a Head of Service managing strategic and operational finance, revenues, benefit and/or debt functions.
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- Relevant Chartered level professional accountancy qualification, e.g., CIPFA.
- Evidence of on-going commitment to personal/professional development.
- The ability to contribute at executive team level and play a key role as part of this leadership team.
- Robust and resilient, a real people champion who will hold a team to account and be confident in asserting opinions and recommendations.
- Able to challenge in a constructive way at all levels of the business.
- Able to play a trusted confidante role with senior leaders in the business, gaining their trust and to improve financial literacy and rigour at senior levels.
- Successful track record of the preparation of strategies, policies and reports for senior management and Members.
- Extensive experience of managing plans and strategies at a senior level within a large organisation across a range of disciplines, with a proven and successful track record in delivering improved outcomes, savings and effective management of risk.

- Successful track record at dealing with staff at all levels, including senior management and elected Members.
- Excellent organisation and prioritisation skills with ability to balance a number of competing priorities including the routine, strategic and the urgent operational aspects of the role.
- Ability to communicate technical financial information in a clear, transparent and engaging way to the public, elected Members and the wider organisation including high quality written reports and confident delivery of presentations including at public meetings.
- Ability to embed a customer focused culture through robust service user engagement and to drive forward continuous service improvements for the benefit of service users.

## **Vision and Leadership**

### **Performance Management**

#### *Essential*

Demonstrable ability to lead on the strategic development of the service, using a range of information on future trends to set measurable performance objectives and inform the strategic thinking to meet future needs and not just existing practices.

### **Political Awareness**

#### *Essential*

Ability to inform others, act on, and prepare for, change based on national priorities for local government, elected member priorities and the local impact and service implications of national policy, whilst maximising the scope for partnership working.

### **Inspirational Leadership**

#### *Essential*

Demonstrable track record of providing inspirational leadership and achieving excellence in the management of local authority finance functions, contributing to objective setting at a corporate level and able to inspire a culture where change, improvement and learning are welcomed and supported.

### **Diversity and Customer Care**

#### *Essential*

Commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity.

## **Personal Impact**

### **Communication**

#### *Essential*

Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders.

### **Managing People**

#### *Essential*

Ability to build and maintain supportive and empathetic relationships, securing people's support and commitment to a course of action or different way of thinking by presenting ideas convincingly and persuasively, and to lead major negotiations.

Able to robustly support the service to effectively uphold high standards of performance and behaviour required.

## **Service Delivery**

### **Managing Programmes & Projects**

*Essential*

Evidence of commitment to, and ability to provide, a culture of continuous improvement and proven track record in the successful development and implementation of fundamental improvement/change programmes, ensuring business plans are focussed and meet service requirements.

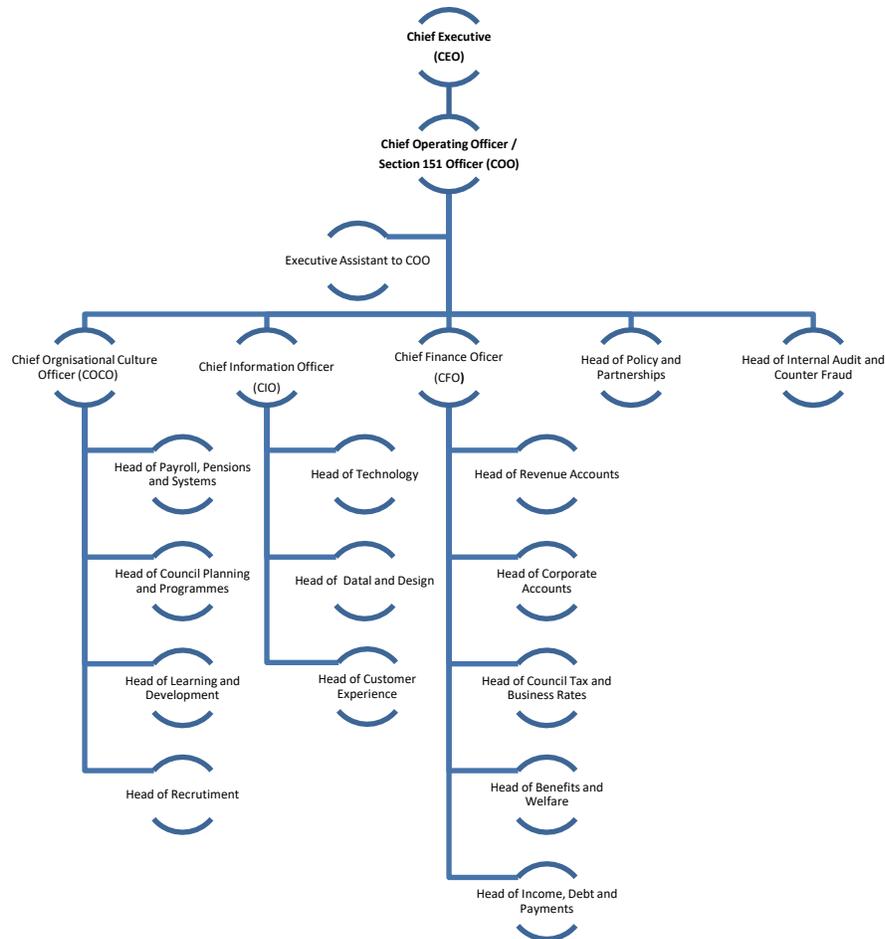
### **Managing Resources**

*Essential*

Commitment to taking a proactive approach to long term resourcing issues and financial planning, utilizing information effectively to inform and support decision making.

### 3. ORGANISATION

#### (i) ORGANISATION CHART



#### (ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The post holder will be line managed by the Chief Operating Officer.

#### (iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

The post holder will be expected to possess, and display, high levels of autonomy and initiative.

#### (iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

The post holder will have direct line management responsibility for Heads of Service covering all financial services/function (strategic and operational) revenues, benefits and debt.

#### (v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

The main contacts for this post are colleagues across the whole Council, including but not limited to Members, CMT, Service Managers, senior managers, and external partners including external auditors and other providers.

#### **4. FINANCIAL ACCOUNTABILITIES**

The post holder is directly responsible for revenue budgets in excess of £15million and is responsible for managing, monitoring and delivering value for money across all areas of the Council's budget. The post-holder will also be an authorised signatory for all services and functions.

#### **5. WORKING ENVIRONMENT**

The post will be delivered in a hybrid workstyle attending the offices and evening meetings as required but working from home for a substantial proportion of the time.