

## Role Profile

### Role information

Job Title	Head of Financial Services (Section 151 Officer)	Position No.	HR use only
Position type	Permanent	Hours per week	37
Grade and Salary Range	Service Head 1 - £85,381 - £96,223 per annum (pro rata for part time)		
Location	Oxford - St Aldate's Chambers		
Service Area / Directorate	Financial Services/ Corporate Resources		
Responsible To	Executive Director – Corporate Resources, with unrestricted access to CEO	No. of employees	Circa 110
Budget (£)	Up to £161 million gross, £23 million net	Assets	N/A
Rehabilitation of Offenders Act 1974	Yes	Additional Screening	N/A
Candidate Screening	select		
Political Restriction	This post is politically sensitive		

### Role purpose

- To be the Council's Statutory Chief Officer under Section 2 of the Local Government & Housing Act 1989 and the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972 and sections 26 and 114 of the Local Government Act.
- To provide management and oversight and development of policy involving the Financial Services division with specific responsibility for functions within Finance, Revenues and Benefits, Investigation Services and Procurement
- To provide financial management and accounting services to the Council which are underpinned by effective financial controls and systems and a robust financial control framework, which reflects best practice.
- As a member of the Councils Corporate Management Team to provide strategic financial advice and guidance to the Council, its Members and senior managers to support the development and implementation of strategies and policies to deliver the Council's Vision and objectives and ensure that the resources of the Council are managed efficiently and effectively.
- To have regular communication with Finance leads within the Councils Group of wholly owned companies and other entities and be lead advisor to the shareholder in respect of such entities in all matters of a financial nature

## Role responsibilities and main duties

- To provide professional advice on all aspects of the service for which responsibility is held, ensuring that appropriate professional advice is given to Members, managers and employees on a timely basis.
- To ensure that a system of continuous review and improvement is embedded within the Service so that 'traditional thinking' is challenged and innovation pursued.
- To be accountable for service planning and the production of service and associated business plans, ensuring that these are consistent with the Corporate Plan, relevant 'policy steers', statutory requirements and customer needs.
- To be responsible for the delivery of service plan objectives and other allocated performance targets ensuring that, where appropriate, these are achieved not only through 'direct reports', but also through partnership working arrangements both within and outside the Council.
- To establish and recommend the Council's Annual Internal Plan to Audit and Governance Committee and monitor and report on progress to Committee throughout the year
- To be accountable for those budgets related to the Service, ensuring compliance with the Council's Constitution and Standing Orders and that the Council receives value for money from its expenditure.
- To lead and manage the sections/teams/units for which responsibility is held; to manage the performance of relevant individuals and groups through application of the Council's performance management arrangements.
- To have lead responsibility for internal communication within the Service ensuring that effective employee consultation and communication are integral aspects of the management of the service and its teams.
- To be accountable for the recruitment; induction; performance management and development health and safety; welfare and retention of employees, creating a working environment in which employees can flourish and deliver timely; appropriate services; of the highest standard to the Council and its customers.
- To contribute to the corporate management of the Council by actively participating in Council wide developments, initiatives and partnership working.
- To support the Council's Emergency Planning and Business Continuity arrangements and ensure that a Business Continuity Plan is in place and maintained for the Service.

### Service Specific

- To work in conjunction with Executive Directors, the Chief Executive) and Heads of Service to advise on policy options and their 'achievability.'
- Attendance at Committees to provide advice and guidance to Executive Members, Cabinet and shareholders of wholly owned companies and joint ventures to ensure that financial resources are aligned to policy areas, facilitate service and Corporate Plan objectives and deliver value for money.
- To contribute to and provide strategic support to corporate projects and change initiatives.
- To lead and drive through improvement initiatives within the Financial Services division which improve resilience and VFM.
- To ensure that the Council's financial control framework is robust, consistent with best practice, actively maintained and effectively communicated across the organisation.
- To plan and oversee, in conjunction with the Executive Director of Corporate Resources the development and implementation of the Council's Medium Term Financial Strategy, including the agreement of timetables and corporate reporting frameworks with leading Members, and subsequently, ensuring compliance with those frameworks.

- To operate strategically across the Council to ensure that resources are used effectively and value for money is achieved
- To lead the Council's Financial Services function, ensuring that the Service continuously reviews its systems and processes to ensure they are fit for purpose and reflect best practice and that agreed outcomes are achieved.
- To promote and develop the financial competence of budget holders and project managers across the Council.
- To ensure risk management is embedded across the Council and the appropriate Insurance arrangements are in place.
- To develop effective working relationships with the Executive and Scrutiny Members to assist them in fulfilling their roles.
- To develop strong links with relevant national and local organisations and partners to keep up to date with all relevant learning and best practice from elsewhere.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

### Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

### Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Significant recent experience of successfully leading and managing Finance functions within the public sector.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrable track record of accountability for budgets and achievement of objectives within existing resources.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of partnership working both internally and externally, and of quickly establishing trust and credibility	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of delivering significant change initiatives, including people and cultural change	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of developing a multi-disciplinary team including motivation, mentoring and coaching	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Track record of operating strategically in relation to corporate projects and policy development.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Proven ability to work effectively in a political environment and establish effective working relationships with members	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Experience of implementing and embedding effective performance management techniques	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of project management including leading projects	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of successfully implementing and rolling out ICT applications to customers	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of developing a robust financial control framework which supports corporate priorities.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
CCAB accountancy qualification.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Management qualification e.g. OMS or MBA (desirable). Evidence of continuing professional development.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Expert knowledge of Local Authority financial processes, rules, regulations and legislative framework and a clear understanding of the role and responsibilities of the S151 Officer.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of the importance of performance management processes in achieving corporate objectives	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Understanding of external policy drivers and implications for financial strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Understanding of appropriate professional standards and what best practice looks like	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
High level of understanding of, and commitment to, diversity issues.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Ability to effectively communicate and shape the vision of the service and provide direction during periods of change.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Ability to translate national policy direction and strategic objectives into practical local plans and action.	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Ability to understand the role of effective financial management in achieving corporate goals, efficiency and good customer service	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Ability to think strategically and be proactive in developing and implementing continuous improvement within the Service and has a high level of personal credibility	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Ability to prepare and present complex financial Issues in both verbal and written format coherently and comprehensibly to non-experts	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Excellent analytical & numerical skills	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Excellent IT skills	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Ability to manage conflicting and competing priorities effectively with the resilience, energy and organizational abilities to keep management performance on track during uncertainty and change.	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Ability to develop and promote customer focused solutions	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

### Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.