



WESTON-SUPER-MARE TOWN COUNCIL

JOB DESCRIPTION

Job Title	Director of Finance & Resources (to include RFO – LGA 1972 Section 151 duties)
Department	Central Services
Grade	JM4 – (SCP 42-46)

DESIGNATION

Responsible to	Chief Executive Officer / Town Clerk
Responsible for	Head of Finance Administration, Head of Democratic Services, Head of Communication & Marketing, Senior Customer Services Officer

Other Relationships

- Key member of the councils Senior Management Team
- Councillors
- All Service Heads
- Professional Services – Appointed contractors
- Auditors
- External Partners, Community Stakeholders and consultants

ORGANISATION TREE

Attached as appendix

JOB PURPOSE

To undertake the 2nd of two legal positions under the LGA 1972; Weston super Mare Town Councils appointed Responsible Financial Officer (Section 151 Officer).

As a member of the Council's Senior Management Team, the Director of Finance and Resources is responsible for the day to day management and proper administration of all the council's resources. This will include, but not limited to all financial and HR affairs. As such will be expected to operate at a senior and strategic level supporting the CEO/ Town Clerk. Whilst not a routine function of the role you will also act as Deputy Town Clerk if required (in the absence of the Director of Community Services / Deputy Town Clerk).

The Director of Finance and Resources will champion the council's strategic aims and uphold the following values;

- To conduct its business with integrity, impartiality, and transparency in the spirit of the Freedom of Information Act.
- Be a listening and caring Council that treats all views with courtesy and respect.
- To have a positive 'can do' attitude in which we believe in the people, businesses and communities of Weston and strive to support them to flourish.

OVERVIEW

The role is responsible for leading the council's Central Services team which is key to the successful function of both democratic process and service/ business operations. This will include liaison with all service heads and staff across all internal departments as well as the management of external contracts and professional service teams. A working knowledge of HR procedures (including payroll), project management, Health & Safety management and the ability to undertake business review are essential skills for this role. This individual must have senior management experience and be organised, detail-oriented, able to multi-task and have excellent communication skills.

MAIN DUTIES & RESPONSIBILITIES

Leadership

- Support the delivery of the Council's aims and objectives set out in the Strategic Plan 2020 – 2030.
- Provide high-level support and advice to the Chief Executive and Councillors.
- Represent the Council on behalf of the Chief Executive at external meetings and functions where appropriate.
- Effectively lead, motivate, and support teams within the directorate and across the Council.
- Actively foster and develop positive relationships with local and regional partners and other statutory bodies, acting as an ambassador for the Council and promoting its interests and activities.
- Through personal example, open commitment and clear action, provide employees with positive leadership in line with the Council's values.
- Lead on the delivery of the customer service function ensuring all our customers receive a high-quality experience.
- Provide strategic leadership and management of the Council's communications and marketing functions.
- Oversee the effective implementation of the Council's democratic services function, ensuring that all legal requirements are met.

Finance

- Manage the Council's financial strategy to reflect the changing approach to public service funding, identifying future opportunities to develop revenue and make every penny count, whilst remaining financially sustainable.
- Manage the Council's annual budget setting process including income and expenditure and the capital funds programme.
- Develop the Council's treasury management to ensure compliance with legislation and best practice, including controlling the Council's borrowings and investments.
- 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.
- Liaise with Internal Auditors and External Auditors as required on matters relating to accountancy and financial practices.

- Develop and ensure continuous improvement of the Council's strategic approach to procurement and contract arrangements.
- Lead on the management of the Council's leases, contracts, to include renewal and review processes.
- Collaborate with the Director of Community Services on the setting appropriate fees and charges.
- Ensure that continuous improvement, value for money and best value are delivered by delivering effective transformation processes.
- Ensure that the financial affairs of the Council are managed in an efficient, economic, and cost-effective manner.
- Oversee and assist with day-to-day financial management, including:
 - budgeting, accounting, audit, reporting, and the Annual Financial Statements and Annual Governance & Accountability Return
 - to act as the council's insurance officer
 - tax, payroll, and pension,
 - treasury strategy,
 - managing internal systems, processes and reporting to ensure the Chief Executive and Councillors are continuously aware of the Council's financial position,
 - providing financial information and support to project managers, including project accounting and reporting, administration of leases and contracts with third parties, and contract-related client relationship management.

Governance

- Uphold the Council's governance mechanisms and ensure that appropriate standards of performance, operational effectiveness, probity, and open governance is maintained.
- Ensure that the services provided by the Council are supported by a comprehensive financial plan, with the aim of obtaining value for money, delivering effective performance management and improvement, and robust and accurate data quality.
- Strategically assess progress in other organisations to ensure that the Council maintains a modern and best practice approach to improvements, including value for money, commerciality, and a culture of continuous and ambitious business improvement.
- Assist in the communication of the Council's vision and priorities both internally and externally, promoting high levels of awareness and understanding of the aims, objectives and values of the Council and its achievements.
- Manage processes and structures relating to corporate governance such as:
 - risk management for the Council
 - providing support to the Council, including preparation of documents and reports and attending and facilitating Council and Committee meetings.
 - With the SMT, oversee the development and implementation of policies and processes within the resources directorate in areas of responsibility such as finance, HR, IT security, risk management, data protection and security, business continuity, contracts and leases and premises.
 - Oversee the management of the Council's property estate.
 - Liaise with external partners as required.
 - Participate in any performance review processes and undertake any training and development in support of the role.

- Attend staff meetings as reasonably required by the Chief Executive in connection with duties of the post.
- Undertake such other duties as may be reasonably required within this post to support the operational needs of the service area and Council, including deputising for the Chief Executive in the absence of the Director of Community Services.
- Maintain business continuity plans including in respect of any civil emergencies.
- Act as the councils Health and Safety Co-ordinator working with service heads to ensure full compliance with the Health & Safety at Work Act and relevant regulations, working with our H & S consultants who hold legal indemnity.
- To have overall management of compliance with all HR Policies and procedures working with service heads and external HR Consultants who hold legal indemnity.
- To have overall management of compliance with all council Policies and procedures, including the Data Protection (GDPR 2018)

Special Conditions of the Post

- There will be requirement for regular evening and occasional weekend working to attend meetings of Committees, Sub-Committees, Working Groups, civic events, conferences, and courses as necessary.
- There is a requirement to undertake 'on call' duties on a shared rota with other members of the SMT.
- Travel around the town is expected, travel outside of the town may be required on occasion for attendance at events, conference or meetings.

This document is subject to review to reflect any changing operational needs of the service and the Council. This job description summarises the major responsibilities of the post. It is not intended to exclude other activities or future changes to the post holder's responsibilities.

PHYSICAL DEMANDS

The Director of Finance & Resources may be required to sit or stand for extended periods of time and be able to work or attend meetings within other service buildings.

WORKING CONDITIONS

This position may require working outside of regular business hours, occasional travel, and working in a fast-paced environment. Attendance to council meetings etc

I AGREE TO THE ABOVE JOB DESCRIPTION

Postholder

Date

Head of Service

Date

I AGREE TO THE ABOVE JOB DESCRIPTION

Postholder

Director of Finance & Resources (May 2024 draft)

date

Town Clerk

date

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title Director of Finance & Resources

Conditions to note

Candidates

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the 7 values and behaviours.

Recruiting Managers

The following values and behaviours are essential criteria in each post and must be addressed directly by the candidates. The guidance notes on values and behaviours for managers give example questions to probe candidates in their interview and application stages of the recruitment process.

Values and Behaviours

Weston town Council has identified 7 key behaviours and values that should be demonstrated by all council employees, successful candidates will show the ability to meet these behaviours. Candidates applying for managerial leadership roles should also demonstrate 2 additional leadership behaviours.

Equal Opportunities

Weston super Mare Town Council is an Equal Opportunities Employer and has an equal opportunities policy with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender, or marital status

EDUCATION, QUALIFICATIONS, AND KNOWLEDGE

Essential

- a minimum of GCSE or equivalent in English and Maths at C grade or above
- Qualified accountant to a minimum of AAT (Fellow) memberships to CIPFA, CIMA or ICAEW are advantageous to the role
- Management and leadership qualification
- Knowledge of public services in particular local government - Ideally you will hold a CILCA qualifications or being willing to undertake in your first year of employment

Desirable

- Educated to degree level or high education equivalent
- Understanding of local government finance and the Accounts and Audit Regulations
- Hold a relevant Health & Safety qualification (minimum = IOSH)
- A clean UK driving licence

Skills & Experience

Essential

- Management accounting including budgeting, forecasting, monthly reporting
- Managing a diverse portfolio of services
- Use of relevant accounting software packages (we use MHR (People First) Payroll & HR and RBS Rialtas Accounting Software)
- Proficiency in financial accounting & reporting, including external statutory reporting and audit
- Proven ability for introducing, implementing and monitoring financial controls and implementing effective financial management systems
- High degree of IT literacy, with a good knowledge of MS Word, Excel and Outlook
- Clear written, verbal communication and negotiation skills, including excellent report writing and presentation skills

Desirable

- Change management, systems transformation and implementation
- High level of commercial awareness and business acumen
- Motivating & developing disparate teams - including performance management and appraisal

Personal Qualities & Attributes

Essential

- Ability to identify the implications of complex issues, and act accordingly by applying creative and innovative thinking
- Ability to work with a high degree of initiative and independence
- Prepared to take difficult decisions and challenge behaviour to safeguard the council's resources
- Excellent planning, organisational and time management skills
- Resilient and able to work well under pressure, prioritise a heavy workload and work both reactively and pro-actively
- High level of attention to detail and well-developed critical thinking skills
- Works collaboratively, while motivating teams
- Respect for confidentiality and compliance with the principles of data protection
- Positive and self-motivated attitude
- Able to deal with a range of people in a professional and courteous manner and build effective working relationship with all
- Good team worker, but able to work with minimal supervision

Desirable

- Strong and enthusiastic personal leadership style which inspires confidence in staff, councillors, residents and stakeholders
- Ability to influence and win the support of others within the Council and externally
- Have a high degree of integrity, tact, diplomacy
- Thinks strategically
- Resilient, tenacious and outcome focussed

OUR VALUES AND BEHAVIOURS

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

