

Role Title	Director of Financial Services
Directorate	Finance & Governance
Purpose	
As a member of the Finance Management Team, to support the Director of Finance in working with Members and officers to develop the vision and values for Waltham Forest Council and to be responsible for the delivery of that vision through sound financial management in the Council.	
<i>Generic Accountabilities</i>	<i>End Results/ Outcomes</i>
Direct and lead a portfolio of services, ensuring the development of strategies, policies, targets and objectives that deliver Waltham Forest's strategic, operational and financial requirements and meet all necessary regulatory and legislative requirements (including any assigned regulatory designations)	<p>The portfolio of services delivers the required outcomes efficiently and effectively and within allocated budgets.</p> <p>Resident, service user and stakeholder satisfaction are maximised.</p> <p>Members, residents, service users and stakeholders input to the design, delivery and performance management of the portfolio.</p> <p>Policies and controls are in place to ensure the Council is compliant with all relevant legislation, codes, regulations, guidance and standards. All statutory functions as outlined in the relevant legislation are met.</p> <p>Performance is actively managed. High performance teams are created and sustained. Under performance is addressed and resolved swiftly.</p> <p>Risk is actively managed and necessary continuity plans are in place.</p>
Actively contribute to the formulation and implementation of the Council's strategies and objectives as a Member of the Waltham Forest Management Board	<p>Service strategies deliver the Council's vision and objectives.</p> <p>Changing priorities and external requirements are anticipated and responded to – constraints and opportunities posed by regulatory changes are identified and addressed through the decision making process</p> <p>Service and business plans are developed, cascaded, communicated and monitored.</p>
Work with Council Members, strategic directors, partner organisation and stakeholders to identify and address issues impacting on Council Services, residents and service users	<p>Good working relationships are established, promoted and sustained</p> <p>Council policies and interests are upheld and promoted within Waltham Forest and in all external relationships</p>

<p>Ensure the capability to change is enhanced and innovation is encouraged including in the design of service delivery through partnership and other relationships internally and externally</p>	<p>A culture of continuous improvement is established and embedded throughout the organisation</p> <p>Opportunities for transformational change in the design, delivery and provision of services are identified and maximised</p> <p>Opportunities to work with partner organisations (and others) are used to identify and deliver service improvement through the development of frameworks of clear accountability</p> <p>Conditions are created that enable people to perform and innovate</p> <p>Projects and programmes have clear and assigned accountabilities and achieve their objectives</p>
<p>Role Specific Accountabilities</p>	
<p>To lead the service area and take full account of responsibilities</p>	<p>Act as advisor to Elected Members in respect of Medium Term Financial Planning / Strategy, Revenue Budgeting, Capital Strategy and Major Projects.</p> <p>Head of Financial Planning is managed and supported accordingly, and Strategic Finance Advisors including effective performance management.</p> <p>Co-ordinate service and corporate finance functions through the dotted line management of the Assistant Director Corporate Finance and Accountancy.</p> <p>Relevant financial systems are in place with effective internal controls</p> <p>Effective Treasury and Management pension fund operations exist.</p> <p>Deputises for Director in respect to section 151 duties as and when necessary.</p> <p>Contribute to management of all aspects of the Directorate.</p>
<p>Manage key areas/projects and ensure value for money</p>	<p>Responsible for co-ordinating the monitoring of the Council's Revenue and Capital Budget, including challenge of reporting in respect of the various services of the Council.</p> <p>Responsible for the preparation of the Medium Term Financial Strategy, Annual Revenue Budget, and statutory financial returns to government, funding bodies, and the Audit Commission</p> <p>Identify and evaluate opportunities for service projects to</p>

	<p>secure better outcomes for the citizens of Waltham Forest whilst ensuring Value for Money</p> <p>Lead the Council's work to ensure Value for Money and to work with other Finance Directorate and Performance staff to ensure financial systems and processes support the achievement of excellent outcomes for governance and managing resources.</p> <p>Effectively manage all budgets within area of responsibility.</p>
<p>Manage external relationships, formally represent the Council, negotiation, partnership working</p>	<p>Develop and maintain an effective relationship with key partners, service providers, stakeholders and the wider community in order to facilitate the delivery of high quality services that meet user needs.</p> <p>Provide advice to Members on grant settlements as well as being the Lead challenge of those awards for the authority</p> <p>Ensure that any changes in Government policy are quantified in terms of the financial impact on the Council</p> <p>Provide advice on major initiatives, partnership working, and land/development transactions, Private Finance Initiatives (PFI) and Public Private Partnerships (PPP) funding arrangements to ensure the appropriate mechanisms are in place and that the technical issues raised by the Local Government and Housing Act 1989 (as amended) are dealt with in a timely and appropriate way to safeguard the council's assets.</p> <p>Responsible for the preparation and subsequent monitoring of the Council's Capital Strategy and to represent the Finance Directorate on the Capital Strategy Group.</p>

Nature of Contacts

Members, the Chief Executive, Strategic Directors, Heads of Service and equivalent levels in external bodies, private sector and partner organisations to advise, discuss, challenge and influence. Establish and lead partnership working with internal / external services / organisations and liaise with national bodies.

Manage complex political relationships. Manage relationships with key stakeholders and delivery partners including negotiation of complex political / strategic / commercial issues.

Manage confidential, challenging and highly sensitive issues / situations, which involve significant negotiation, persuasion and influencing skills. Interaction with others and the ability to successfully influence and motivate are fundamental to the role.

Procedural Context

Reports to: Strategic Director of Finance & Governance

Lead and control a council service. Member of the corporate Leadership Group

Accountable for operational and strategic implementation of decisions and direction for the service and for project / programme management for cross cutting corporate and partnership initiatives.

Accountable for the integration of a range of professional /operational areas which are critical to the success of the organisation and for performance and service delivery across the service.

Breadth of vision and strategic and innovative problem solving involves thinking within a general framework of strategic direction in situations where there are often aspects which are ambiguous, intangible or unstructured. A significant degree of evaluative judgement is required in relation to risks and issues, with the ability to identify the potential impact of a wide range of changing and potentially conflicting internal and external factors. Conclusions and decisions seize opportunities and mitigate risks.

Direction setting, planning and prioritisation is over a number of years to ensure the service achieves its strategic goals, reviewing and adjusting to take account of the risks and opportunities presented by a changing political and regulatory environment.

Key Facts and Figures

Monitor and control the budget of a council service

Decisions will impact across own service, the wider Council and its partnerships.

Employees directly managed will be senior management teams, each responsible for significant resources and operational service delivery.

Resourcing

Budget Responsibilities: £4.3m plus controls of the Council's contingency of about £10m

Supervisory Responsibilities: All staff within Financial Services - 50

Competency Level: Chief Officer

Knowledge, Skills and Experience

- Significant senior strategic management experience, including translating organisational drivers into strategic objectives, longer term plans, new ways of working and specific outcomes, for a portfolio of services in a large public sector organisation (preferably local government).
- Proven ability to manage a wide variety of activities across a range of professional areas of expertise and oversee their achievement of the organisations strategic goals.
- Extensive knowledge of the major issues facing local government.
- Extensive and comprehensive knowledge and understanding of the national policy context, requirements and future direction for relevant service areas.

- Proven track record of accountability for significant budgets and ensuring the delivery of services within agreed resources.
- Proven ability to drive through and deliver effective performance management within own organisation and understanding of the performance management process in partnership arrangements.
- Significant experience of creating, leading and sustaining partnerships both internally and externally to achieve shared objectives and synergies.
- Experience in persuading a wide range of stakeholders to work together, encouraging an organisational focus on the needs of the community.
- Authority and credibility to work effectively in a political environment and establish positive relationships with Members.
- Excellent interpersonal and communication and presentation skills, with proven ability to communicate effectively to a wide range of audiences both horizontally and vertically throughout the organisation.
- Proven track record of operating strategically to identify, initiate and oversee corporate projects and policy development.

Indicative Qualifications

Educated to degree level or equivalent standard.

Post graduate qualification. / Relevant professional qualification

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.