

## SERVICE DIRECTOR FINANCE AND RESOURCES

**GRADE:** SD2 **SALARY RANGE:** £  
**LOCATION:** Anywhere in MK  
**REPORTS TO:** Corporate Director Resources  
**GROSS BUDGET 2016/17:** £104m **FTEs:** c250  
**JE Code:** JE1388 **Competency Level:** 5

### ROLE PROFILE

The Service Director Finance and Resources is a key role. It is the designated Deputy S151 officer and Deputy to the Corporate Director Resources.

This post operates at a strategic level; as a professional leader for the Finance Service and a commissioning lead for Procurement and Revenues and Benefits which are delivered through the LGSS shared service.

This role is critical to the financial management of the authority working with the Corporate Director, Resources to; set financial policy and the annual Budget; maintain strong financial governance and financial processes and to ensure the financial integrity of the Council.

This post requires both a visible and engaging leader and someone who can address detailed financial issues. This role is required to build and maintain a wide range of strong relationships, including working in a complex shared service environment to ensure effective financial management and deliver high performing and cost effective services.

The Service Director Finance and Resources is responsible for key strategic and council-wide projects, and for providing wide ranging advice to influence, enable and deliver change initiatives. (examples have included LGSS Shared Service Partnership, Residual Waste Treatment Facility, and the responsibilities for MK Tariff and significant property acquisitions).

This post is accountable to the Corporate Director Resources for areas of responsibility falling within the role. The role also contributes to the overall leadership of MKC as an active member of the Directors Forum and Team MKC. You will also engage with the Leader of the Council and the Cabinet member particularly on the development and management of the Budget and Medium Term Financial Strategy; Procurement and Revenues and Benefits issues.

The Service Director is responsible for providing leadership, effective challenge and performance management across service areas and is also responsible for ensuring the development of a one council culture, the longer-term vision for the organisation and effective medium term planning.

### Role Specific Responsibilities:

- **DEPUTY S151:** Ensure that all statutory and professional requirements for which the post holder is responsible are met; deputise for the Council's Chief Financial Officer in accordance with S114 (b) of the 1988 Local Government Finance Act, perform duties as required as Deputy Section 114 and 151 officer for the Council.
- **POLICY:** To work with the Corporate Director Resources to set financial policy for the Council and develop the financial governance and processes across the Council to ensure the efficient and effective use of resources.
- **BUDGET:** To work at a strategic and Council wide level to lead the development of the Council's Budget; Treasury Management Strategy; Medium Term capital programme, Medium Term Financial Strategy, Housing Revenue Account Budget and long term business plan; including leading the budget strategy, co-ordinating budget communication and supporting the Corporate Director Resources with Councillor engagement and negotiation.

- **FINANCE:** To develop and ensure the Council's financial arrangements, in respect of the following:
  - a) Financial reporting
  - b) Medium-term financial planning
  - c) Long-term capital and resource planning, including infrastructure requirements as a result of growth.
  - d) Improving compliance with the Council's financial management and governance framework

ensuring that performance review mechanisms are in place to monitor extent of progress and achievement of objectives and goals; to advise the Council on strategic options for strengthening the control environment within the authority and reducing the risk of fraud, corruption and operation failure.

- **MK TARIFF:** To be accountable for the forward funding arrangement known as MK Tariff; collaborating with colleagues on future infrastructure requirements; the continued development of the Local Investment Plan and influencing national Government policy to enable major growth.
- **LEADERSHIP and MANAGEMENT:** To lead, develop and direct the Finance service and through a commissioning role the Procurement and Revenues and Benefits services to deliver efficiently, effectively and in accordance with the Council's strategic objectives, relevant government legislation, professional standards and leading edge practices.
- **PARTNERSHIPS:** Build, nurture and maintain effective relationships with local, regional and national partners to optimise alignment to MKC's strategic objectives, benefit to MK and the region in which we operate. Recent and current examples include: Business Rates Retention, National Infrastructure Commission and work with CIPFA.
- **PROJECTS:** Lead specific projects that support the achievement of MKC's objectives and/or provide advice, challenge and support to major projects and change initiatives. Recent examples include the development of the LGSS shared service partnership; Residual Waste Treatment Facility and Regeneration Programme including the creation of the Your MK partnership and current work on a new joint venture partnership.
- **RELATIONSHIPS:** Develop strong and constructive working relations with councillors, senior colleagues and external stakeholders, creating mutual respect and effective communication.
- **NETWORKS:** Develops strong external professional networks to bring ideas and external learning into Milton Keynes.

## **PERSON SPECIFICATION**

The requirements for this role are as follows. These, along with the values and competencies will be measured as part of the assessment and selection process.

### **Education & Qualifications**

- Educated to degree level or equivalent or comparable attainment by experience.
- Qualified CCAB Accountant/ Member of Chartered Institute of Public Finance and Accountancy
- Evidence of continuous professional development.

### **Experience and Knowledge**

- Significant leadership experience in either the public, private or voluntary sector, including a successful track record of successfully managing large and complex services in a challenging financial environment.
- Substantial knowledge and experience of leading financial planning, budget preparation and control, financial risk assessment and management, statutory accounting and financial systems and control in a large and complex organisation.
- Experience of developing and delivering financial policy advice and implementing strategic financial planning in a complex, political and changing environment.
- Strong understanding and experience of a commercial environment.
- Substantial experience and knowledge of the use of information technology in the management of financial systems and provision of financial information and controls.
- Successful track record of leading innovation and transformational change, particularly in response to the demands of an organisation that is undergoing a radical development and modernisation.
- Experience of developing teams, recognising and developing talent, addressing poor performance and providing advisory services to a high standard.
- Practical evidence of developing and maintaining good working relationships with a wide range of stakeholders, partners and customers, developing a positive personal and organisational profile and building relationships.
- Strong interpersonal skills and excellent communication/influencing skills.
- Strong problem solving skills and able to make decisions based on accurate and timely analysis/management information.
- Demonstrable commitment to equality and diversity issues in both service provision and employment practices.

#### **Desirable Requirements**

- Experience within a commercial or business management environment.
- Understanding of some of the challenges to deliver major growth and the mechanisms and approaches which make growth effective

### **THE SEVEN COMPETENCY LEVELS RELEVANT TO THIS ROLE**

<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>✓ Creates an organisation-wide culture of outstanding customer service</li> <li>✓ Reviews current and future customer trends and requirements to inform Council decisions</li> <li>✓ Allocates resources to meet customer needs</li> </ul>
<b>Communicating &amp; Engaging</b>	<ul style="list-style-type: none"> <li>✓ Visible and regularly engages and communicates consistently with staff and stakeholders</li> <li>✓ Tailors messages to the audience and listens and acts on feedback</li> <li>✓ Reinforces messages to enhance understanding</li> </ul>

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**Managing Resources & Risk**

- ✓ Sets direction, identifying key outcomes and determining optimum means to deliver services
- ✓ Leads innovation and strategically commissions services for long term needs
- ✓ Allocates resources to meet key priorities and build future resilience and succession

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**Organising & Improving Performance**

- ✓ Engages all stakeholders to create bold long term strategic plans for the citizens of MK
- ✓ Establishes clear success criteria, reviewing progress and evaluating outcomes regularly and rigorously
- ✓ Creates agile organisation resourced and able to respond quickly to change

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**Taking Responsibility**

- ✓ Makes things happen and is accountable for the performance of the Council and personal responsibilities
- ✓ Works corporately and stops actions that are not adding value
- ✓ Establishes appropriate systems of scrutiny, review and monitoring and acts on findings

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**Team Player**

- ✓ Always accessible and works with stakeholders across the region to get the best outcomes for MK
- ✓ Creates an environment for people to collaborate, share knowledge, innovate and work across boundaries
- ✓ Provides leadership to create wider partnerships

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**Excellent Leadership**

- ✓ Provides inspiring, confident leadership and support to others and importance of work/life balance
- ✓ Works with the current and emerging big picture in mind at all times
- ✓ Articulates the future vision of MKC clearly , confidently and consistently

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