

Introduction from the Head of Paid Service

Thank you for your interest in the position of Chief Finance Officer at Forest of Dean District Council. This is an exciting opportunity for an innovative thinker with a commercial mindset to lead us through challenges, capitalise on opportunities and towards financial sustainability.

We are an ambitious council committed to a vision of enterprise and commercial-focus. This longer term approach to finding efficiencies, with increasing emphasis on commerciality and the development of new models of service delivery through commissioning is, we believe, essential. It will provide a way to find the very substantial savings we must make whilst protecting services from any damaging impact.

The launch of Publica (a local authority 'teckal' company owned by Forest of Dean, Cotswold, West Oxfordshire and Cheltenham Councils), in addition to our commercial approach towards inward and outward investment, is critical to our future thinking for delivering savings and generating additional investment income. The Publica model will enable efficiency savings through service transformation and reductions in operational costs; the move to a stakeholder pension scheme for new starters and, longer term, the opportunity to generate income through profits made on trading.

The partnership has a reputation for and track record in being innovative in how it delivers services to residents and customers and this new structure places the customer at the heart of everything we do.

This is an influential position; you will report directly to me and work closely with the council's corporate leadership team and heads of service across Publica. You will play a pivotal role in ensuring that robust financial strategies and plans are in place. Your track record of delivery and providing sound financial advice on revenue and capital programmes will ensure that important projects are delivered on time and to budget.

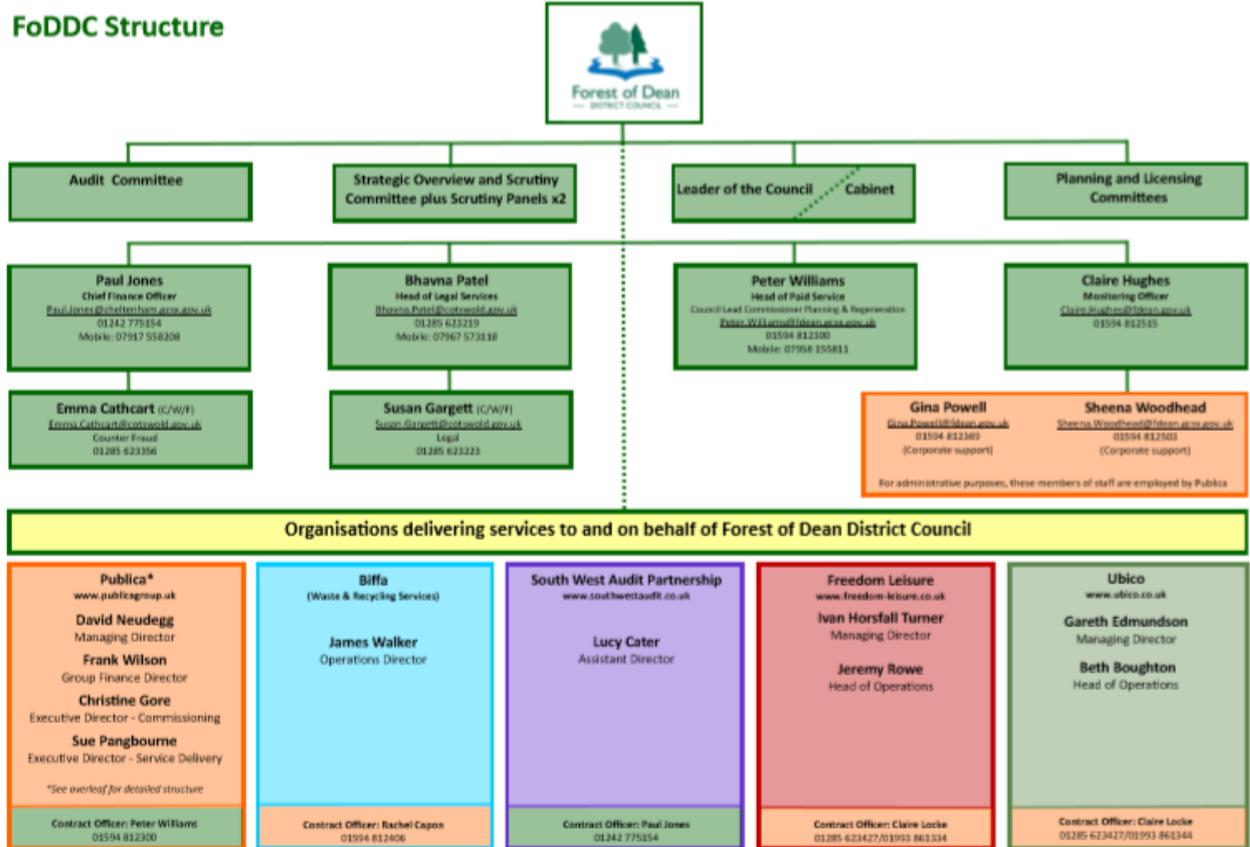
With its broad scope and impact on the future of the council, this could be a career-enhancing move. It's a real opportunity for an exceptional person with commercial aptitude and demonstrable ability to ensure the council gains maximum benefit from existing and proposed arrangements for local government funding. This is an chance to put your skills to use making a genuine difference though identifying and representing the council's interests in the ongoing review and development of new funding arrangements post 2020.

I wish you all the best in your application,



Peter Williams - Head of Paid Service - Forest of Dean District Council

FoDDC Structure



Chief Finance Officer (Section 151)

Up to £68,000 per annum

Coleford

Employment Benefits: Local Government Pension Scheme, flexible working, family friendly initiatives and flexible benefits package.

Closing date for applications: Sunday 24th February 2019

An exciting opportunity has arisen for an established or aspiring Chief Financial Officer (Section 151 Officer) with a commercial mindset to join Forest of Dean District Council and lead us through the challenges and opportunities that lie ahead.

Part of our drive towards financial sustainability includes identifying new opportunities to generate income and investment in projects which provide good financial returns. The development of the Lawnstone site; acquisitions of new commercial investment properties; regeneration of the Cinderford Northern Quarter and our aspirations for the 5 Acres site show a clear ambition to generate new revenue to offset the reductions in government funding. It is anticipated that the removal of the tolls on the Severn Bridges will provide significant opportunities and it is essential now that we work together to make sure we maximise them. This will bring with it economic growth and housing challenges.

The successful candidate must be a professionally qualified accountant with a strong technical background and experience at a senior level, ideally within a local government setting.

Key to your success will be your ability to work at both strategic level – including developing the medium term financial strategy and at an operational level in driving service improvement.

To discuss this position further, please contact Peter Williams on 01594 812300 or peter.williams@fdean.gov.uk

For a candidate pack and more information please visit www.fdean.gov.uk/job-vacancies

To apply please email your CV with cover letter/supporting statement to the Recruitment Team: join-us@publicagroup.uk If you have any queries please telephone 01285 623319.

All successful applicants will need to provide evidence of their eligibility to work in the UK.

We are committed to safeguarding the welfare of vulnerable adults, young people and children. Safer recruitment practices are applied which include providing proof of identity; nationality and immigration status; three years' employment or education history (if applicable) and, in some cases, verification of criminal record.

Forest of Dean District Council is an equal opportunities employer

Job description and employee specification

Job title:	Chief Finance Officer (Section 151)	Location:	Coleford
Reports to:	Head of Paid Service	Working hours:	37 per week
Job number:	TBC	Salary range:	Up to £68,000 per annum
Supervises:	N/A		
Purpose:	Strategic resource management with *Section 151 responsibility for ensuring the sound management of the council's finances and resources and teams engaged in strategic finance, internal audit, counter fraud, and other support services functions (unless transferred to another service division within Publica). For a list of statutory duties associated with this role please see the additional document -CIPFA The Role of Chief Finance Officer (CFO).		
Key responsibilities:	<ul style="list-style-type: none"> • As a member of the council's corporate leadership team, provide leadership, vision and strategic direction to the organisation in order to deliver the council's policies and priorities • Ensure there is sufficient and appropriate corporate capacity to achieve council priorities • Ensure the effective management of resources - including employees and partnerships- fostering innovation and securing value for money whilst being underpinned by effective financial controls • To assume professional responsibility for the authority's financial management in accordance with the statutory Section 151 requirements.*Please refer to the CIPFA Role of Chief Finance Officer document. • Provide leadership to the teams within Finance, Internal Audit and Counter Fraud, ensuring that the services are in line with expectations and are responsive to customer needs • Represent the council as a non-executive Director on council-owned companies (e.g. South West Audit Partnership). • Section 151 of the Local Government Act 1972 requires every local authority to make arrangements for the proper administration of their financial affairs and requires one officer to be nominated to take responsibility for the administration of those affairs. The Section 151 officer is usually the local authority's Chief Finance Officer and must be a qualified accountant belonging to one of the recognised chartered accountancy bodies. The Section 151 officer has a number of statutory duties, including the duty to report any unlawful financial activity involving the authority (past, present or proposed) or failure to set or keep to a balanced budget. The Section 151 officer also has a number of statutory powers in order to allow this role to be carried out, such as the right to insist that the local authority makes sufficient financial provision for the cost of internal audit. <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</p>		

General Accountabilities

- Working to add value to, and be a valued member of the team, and to be valued by customers
- The post holder is responsible for maintaining a safe working environment and that safe working practices are adopted by employees within this work environment
- Work in compliance with the codes of conduct, regulations and policies
- Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information

Section 151 Officer

- Take overall responsibility for the proper administration of the council's financial affairs including an effective audit function.
- Lead the development of the authority's budget process against a background of needing to make further significant efficiencies through commercialisation and savings
- Working with cabinet, members and management, lead the development of the medium term financial strategy ensuring the allocation of resources to deliver council priorities; maintaining adequate levels of reserves and ensuring demonstration of value for money
- Give assurance to the council on the deliverability of proposed budgets and that the council can operate legally within its overall financial resources
- Working with the corporate leadership team to support the effective governance of the authority through the development of corporate governance arrangements, risk management and reporting frameworks and decision making arrangements
- Ensure the delivery of effective audit and assurance arrangements including an effective audit committee
- Hold directors and senior managers within Publica to account for delivery against business and financial plans
- Produce recommendations on cost savings and efficiencies through critically analysing the budget, current and historical spend. Undertake benchmarking and modelling demand/cost trajectories to inform the plan which must integrate within the overall corporate planning cycle and evidence base
- Ensure the provision of high quality financial support to the organisation, giving strategic, professional, financial advice
- Develop, implement and review the council's capital and property investment strategies; treasury management strategies; policies and procedures and financial management policies, procedures and practices
- Develop, implement and review final accounts procedures so the annual statement of accounts is produced accurately and on time. This will include compliance with the International Financial Reporting Standards
- Ensure maintenance of key corporate financial databases and systems
- Lead on the development, implementation and review of financial and performance monitoring arrangements to ensure accurate information is available when needed for the council's formal performance monitoring reports
- Aid the decision-making process for the effective use of the council's property and land portfolio
- Deliver a dynamic corporate asset management plan aligned to the objectives of the

council, and in particular securing increased income generation, supporting the transition of services to local communities, maximising capital receipts, and stimulating growth and investment within the district

- Ensure effective programme and project management arrangements are in place to support delivery of the capital programme

Responsibilities and behaviours

- As part of the council’s corporate leadership team and lead the creation and implementation of the overall business strategy and operating model to achieve the council’s vision
- Design and deliver value for money integrated public services, focusing on improving efficiency and robust cost management
- Ensure services are customer-focused through effective community and user engagement in the commissioning of services
- Develop relationships with partner organisations to meet the needs of the council’s communities, collaborating with all sectors to continuously improve quality of life in the district
- Assume accountability for integrated service delivery, managing conflicting priorities and driving the achievement of continuously improved locality-based customer outcomes
- Develop services with appropriate partners, spotting and taking advantage of external changes so resource utilisation is maximised in the long term
- Act as a figurehead for the service areas managed, liaising with Members, non-executive directors and senior individuals in external agencies, regionally and nationally, to influence agendas and increase inward investment
- Promote the council to all key stakeholders to ensure it is positioned successfully for increased inward investment and policy consideration. Manage the investment in relationships made by the council to deliver the best possible return.
- Support Members by providing the highest quality advice and guidance on areas of policy and strategy, ensuring they are apprised of issues and able to make informed decisions in line with the council’s vision and priorities
- Drive appropriate organisational improvement and transformation and lead cultural and policy change in line with the council’s vision
- Provide exemplary leadership ensuring behaviours meet organisational values; create a working environment where employees are empowered and can deliver their best, holding others accountable for their decisions
- Set and manage ambitious performance expectations, recognising success and taking timely remedial action, keeping stakeholders informed of progress against targets
- Establish appropriate performance standards and determine priorities for resource allocation to meet clearly defined customer expectations
- Ensure the provision of expert technical advice by service areas to senior leaders and

partner organisations

- Create an environment where learning, innovation and the application of new ideas flourish resulting in significant improvements to service delivery
- Take responsibility for managing risks and resolving issues that may have a significant impact on the council
- Understand and meet all required legislation and provide governance arrangements to deliver the required service standards

Leadership and Management

- Innovate, lead, and support organisational improvement, ensuring effective performance management arrangements and quality improvement measures are in place and targets met / exceeded.
- Work as part of organisational multi-disciplinary project teams to enable effective working within the council and with partners and encourage the practice of both internal and partnership working to promote corporate working
- Work with key stakeholders to improve service delivery through creative and innovative solutions; develop services which meet the needs of a diverse community and are accessible to all users; promote a positive image of the council at a local and national level
- Put service users and customers first and implement management arrangements to support this
- Ensure equality and diversity in the workforce and in service delivery; ensure services meet the needs of the council, service users, and the community whilst fulfilling statutory responsibilities
- Prepare and deliver an annual medium term financial strategy in line with the overall targets and aspirations of the organisation, ensuring that the service is efficient, cost effective and competitive
- Discharge all duties and responsibilities in accordance with the Health and Safety at Work and other relevant council policies and standing orders; and advise the Head of Paid Service and elected Members as appropriate
- Negotiate and manage the budget in accordance with the council's standing orders and financial regulations, obtaining value for money and maximising income where applicable
- Provide professional advice to key stakeholders on areas of service delivery within the post holder's span of control; undertake any other duties, which may from time to time arise, which are commensurate with the grade of the post

Essential requirements, qualifications, skills and abilities:

Qualifications

Essential qualifications required for this post are:

- CCAB recognised accounting qualification
- Educated to degree level or equivalent

Experience

- Extensive post qualification experience at a senior level within an accountancy and audit environment
- Experience of providing strategic direction and strong leadership in a previous senior Finance or management role
- Experience of providing advice, information and support to members and external parties with minimal supervision
- Extensive experience of successful strategic financial management, financial planning and budget preparation
- Proven ability to implement and monitor highly effective and efficient financial controls
- Experience of preparing and presenting accurate and timely financial statements and comprehensive commentary in accordance with relevant regulations/ guidelines
- Experience of report writing and presenting at Committee / Board level and at Corporate Team level

Skills

- A high level of skill in working across a broad range of technical accounting subject areas
- Good working knowledge of BVACOP, SORP's and Financial Reporting Standards and the implications for the council
- Highly skilled in a broad range of technical accounting subject areas
- Ability to interpret and communicate financial information at an advanced level
- An ability to interpret and communicate complex financial information in plain English to non-financial managers and members
- Ability to work to tight deadlines and meet conflicting demands
- Communicates effectively at all levels (excellent verbal and written skills)
- Good practical level of IT skills - MS Office
- Demonstrate integrity, fairness and high personal and professional standards.
- Achieves results through others
- Sound management judgement and personal credibility
- Is customer focussed, responsive, and co-operative with customers
- Proactive and self-motivated
- Flexible approach to work
- Works together with employees, colleagues and members to resolve problems and

	<p>implement change initiatives</p> <ul style="list-style-type: none"> • Ability to work to tight deadlines and meet conflicting demands
Desirable requirements qualifications, skills and abilities:	<ul style="list-style-type: none"> • Previous experience of undertaking duties of Chief Finance Officer as set out in section 151 of the Local Government Act 1972 • Previous experience of working in Local Government
Special conditions:	<ul style="list-style-type: none"> • There may be a requirement to work at other locations to meet the needs of the business • There will be a requirement to attend evening committee meetings • The requirement to travel will be an essential feature of the performance of the above duties • Expected to work reasonable additional hours in line with the needs of the service • You will the need use of a car for work purposes
Date of Issue:	February 2019
Date reviewed:	
Reviewed by	Name:
	Job title: