

# ABERDEEN CITY COUNCIL

<b>1 Job Details</b>	
Job Title:	Chief Officer - Finance
Job Profile No:	
Function:	Resources
Grade:	CO SCP 36
Version Date:	November 2017
Salary	£85,135

<b>2 Job Purpose</b>
<p>This role will provide the strategic lead for all aspects of financial management, strategy and governance, supporting the strategic aims and objectives of the Council.</p> <p>This role has responsibility for the statutory duties of The Proper Officer under Section 95 of the Local Government (Scotland) Act 1973 and for meeting the financial reporting requirements of the London Stock Exchange (LSE), credit rating agencies and other relevant bodies.</p> <p>This role will lead the Finance function including the administration of the pension funds and ensuring compliance with legislation on behalf of members and employers.</p>

<b>3 Reporting Relationships</b>
<p>Reporting directly to the Director of Resources.</p> <p>The Chief Officer - Finance will play an intrinsic part of the Extended Corporate Management Team (ECMT) and will ensure excellent working relationships with all appropriate stakeholders. This will include other Council functions, elected members, trade union representatives, employees, external stakeholders, all external audit and inspection bodies, internal audit, credit rating agencies.</p> <p>The post holder will report directly to the Chief Executive where matters are deemed appropriate for escalation.</p> <p>Key ECMT relationships: The success of this role is interdependent on the relationship with Chief Officer - Capital; Chief Officer - City Growth; Chief Officer - People and Organisation.</p>

<b>4 Outcomes</b>
<p><b>Corporate Outcomes</b></p> <p><u>Transition to the New Target Operating Model</u></p> <ul style="list-style-type: none"><li>• Provide leadership to bring a range of services and cultures into one unified function and take operational responsibility for the transition of the Finance function into the newly designed model.</li><li>• Develop the relationship with other functions and support the transformation.</li><li>• Ensure the Finance function is appropriately designed to meet the needs of the</li></ul>

### Target Operating Model.

- In conjunction with other functions, and as part of the Target Operating Model, facilitate greater collaboration with communities, offering greater ownership of services in their areas and strengthening their voice in decision-making through community empowerment.
- Use data and intelligence in relation to the services the function provides to anticipate customer needs and shift resources to prevent unnecessary demand coming into the system.

### Being a Digitally Led Organisation

- Work with digital partner(s) to exploit emerging technologies to enhance services.
- Work with other functions and digital partner(s), using business intelligence, to continue to digitise services.
- Create end-to-end digital experiences for internal and external customers that allow more self-service options.

### Developing the Workforce for a 21<sup>st</sup> Century Council

- Support the alignment of culture with the vision of the Target Operating Model.
- Contribute to the development and implementation of a workforce development strategy to support the 21<sup>st</sup> Century Council.

### **Chief Officer Responsibilities**

#### Performance Management

- Develop and implement strategies for the delivery and continuous improvement of services and determining organisational priorities.
- Review activity across the function to ensure effective deployment of employees and all other resources to achieve high individual, team, function and organisational performance.
- Accountable under the Council's scheme of delegation for service standards and performance across the Finance function; and for ensuring that the Council meets its statutory obligations as an employer and complies with regulatory requirements and a best practice approach.
- In conjunction with the Chief Officer - People & Organisation be responsible for the development of professional standards, development and conduct for the functions' staff to thereby ensure compliance with professional bodies and regulatory requirements.

#### Risk Management

- Identify, mitigate and manage key risks associated with the objectives and wider implications of the Council and functional plans.
- Monitor and review processes both corporately and across services to ensure risk and compliance arrangements are in place.
- Have overall responsibility for the management and development of staff ensuring compliance with health, safety and wellbeing and HR policies and procedures.

#### Financial Management & Stewardship

- Continually and actively look for ways to improve and transform the function and the organisation, balancing the need for the provision of services with the need for ensuring cost effective service delivery and value for money.

- Accountable for the management of the financial performance of the Finance function.
- Ensure all regulatory conditions relating to financial reporting, including that for the London Stock Exchange, are fully disclosed.
- Secure value for money and manage, monitor and control budgets in compliance with the Council's financial management framework.

#### Information Governance

- Work with the Governance function to ensure the integrity of data and information within the function meets regulatory requirements.

#### Professional Standards, Development & Conduct

- In conjunction with Chief Officer - People and Organisation, oversee the professional framework to ensure it remains current to enable professional staff within the function to meet the requirements of professional regulatory bodies.

#### Statutory Responsibilities

- To discharge the Council's duties under Local Government Pension and Finance Legislation; as delegated to the post holder in accordance with the Council's scheme of delegation.
- In the event of civil/non-civil contingency incidents, provide access to specialist services within the function and make available the assets used by the service.
- To participate in civil contingency planning and development as specified and provide senior management cover out of hours as required.

### **Service-Specific Outcomes**

#### Financial Governance

- Be responsible for the financial governance and scrutiny in the organisation.
- Ensure that the Council's relationship with external and internal audit is effective in relation to financial controls.
- Develop and maintain a scheme of financial delegation, which reflects the development of the commissioning model and increased community empowerment.
- Oversee the stewardship of the Council to ensure that the authority puts in place effective internal financial controls covering codified guidance, budgetary systems, supervision, management review and monitoring, physical safeguards, segregation of duties, accounting procedures, information systems and authorisation and approval processes, cash flows borrowings and investments and financial systems.
- Oversee the stewardship of the Council to ensure that corporate financial policies are effectively co-ordinated and implemented at all levels across the Council including revenue and capital budgets and budgetary control, collection of income, treasury management, banking and statutory accounts, prudential framework and reserves.
- Responsible for the provision of financial advice and assistance to the Council in respect of Arms-Length External Organisations, Trusts, Partnership Arrangements and other bodies or organisations as directed by the Council.
- Advise on corporate risk profiling and management, including safeguarding of assets.

### Financial Planning

- Support the Commissioning function to develop its financial outcomes framework.
- Ensure the Council's corporate aims and objectives are achieved through the provision of financial leadership, vision, strategy and plans.
- Work with the Chief Officer - Capital in developing the Council's capital budget and lead the financing of the capital programme.
- Provide financial advice to the Council's requirement to set and administer a council tax and national non-domestic rates, as per legislation.
- Support the requirement of the LSE to produce a long-term financial plan.
- Develop and negotiate partnership and collaborative arrangements including with other Local Authorities, acting as lead finance negotiator on delivery models.

### Finance for Decision-Making

- Provide the financial analysis for inclusion in all capital outline and full business cases and provide the financial analysis for including in benefits tracking.
- Provide financial analysis to support the implementation of the Target Operating Model
- Develop and implement strategies for the effective acquisition, deployment and safeguarding of the Council's resources considering actual and anticipated developments in the external environment.
- Provide strategic financial advice related to assets and investments, sourcing and procuring external advice as appropriate and building relationships with external advisers.
- Provide financial guidance and advice to develop innovative solutions for the funding and implementation of corporate strategies and the effective use of resources.

### Financial Monitoring and Reporting

- Ensure that the financial statements meet the deadlines and requirements of the law and of accounting standards as reflected in the Code of Practice on Local Authority Accounting in Great Britain, developed by CIPFA/LASAAC Joint Committee.
- Ensure the Council's reporting meets the requirements of the LSE, credit rating agencies and any other applicable requirements related to the Council's portfolio of treasury instruments, investments and interests.
- Produce a full set of financial statements on a quarterly basis to Elected Members and the LSE.
- Monitor the financial benefits being realised through the implementation of the Transformation Programme and Target Operating Model.

## **5 Knowledge & Experience**

The post holder needs to be able to demonstrate understanding or experience as follows:

- Proven extensive experience in:
  - Strategic policy development and implementation
  - Developing/managing strategic partnerships
  - Service transformation and improvement
  - Successful asset and balance sheet management
  - Developing integrated services
- Managing consultation forums and relationships with trades unions

- Risk analysis, risk awareness, monitoring and management of risk
- Understanding key drivers in a business area and working in partnership with stakeholders to measurably improve service delivery
- Practical knowledge of negotiation and influencing in a complex organisation
- Practical knowledge of working in a commissioning organisation
- Embraces new technology to deliver services in an innovative way.

## 6 The Individual – the characteristics of a high performing individual

- Conscientious – conscientiousness combines self-discipline, an organised approach to work and the ability to control impulses.
- Adjusted – ability to deal with pressure without affecting others
- Curious – being able to evaluate information and look for ways to change and improve performance.
- Competitive – has a genuine desire to win and succeed.
- Has a tolerance for ambiguity – be able to cope and thrive when faced with mixed information, conflicting opinions and different options.
- Healthy approach to risk – be able to confront problems, take calculated risks, have difficult conversations and consider a range of options.

## 7 Organisational Behaviours

Aberdeen City Council's purpose is to ensure the people and place of Aberdeen prosper and to protect the people and place from harm.

We seek people who are active, adaptive and accountable.

### **Active:**

Proactive; seekers of good practice; prepared to step out of their comfort zone; willing to experiment; brings energy and enthusiasm; connects people and ideas; curious to learn, understand and improve; thinks big, starts small, learns fast and shares results and learning

### **Adaptive:**

Sees change as an opportunity; embraces new technology and new ways of working; adapts to changes in environment - knows when to stop as well as when to start or change direction; open to new ideas and opinions; strives to achieve a positive, sustainable future

### **Accountable:**

Takes personal responsibility; focuses on outcomes; a steward of scarce resources; uses evidence and data to inform decisions; trusts people to perform and holds them to account; embraces our values and behaviours; leads through truth and trust; open and authentic

**8 Requirements of the Job****The post holder needs to hold as a minimum:**

- Qualified membership of a recognised UK chartered accountancy body and extensive experience related to the role.
- Evidence of continuous professional development.