

## LONDON BOROUGH OF BRENT

### DRAFT JOB DESCRIPTION –

<b>Job Title</b>	<b>Assistant Director (Finance and Resources)</b>	<b>Post No</b>	
<b>Service Area</b>	<b>Housing &amp; Community Care</b>	<b>Grade</b>	<b>Hay tbe</b>
<b>Unit</b>	<b>Finance and Resources</b>		
<b>Responsible to</b>	<ol style="list-style-type: none"> <li>1. Director of Housing &amp; Community Care.</li> <li>2. Professionally to the Director of Finance.</li> </ol>		
<b>Responsible for</b>	<b>Approximately 45 with 2 direct reports</b>		

#### **Purpose of Job:**

The Assistant Director of Finance & Resources has lead responsibility for the provision of effective strategic leadership to the delivery of a high quality financial service to the Housing and Community Care Department.

Within this function the post holder will:

1. Have lead responsible for the strategic planning and provision of expert professional financial advice to the Director of Housing and Community Care, the Director of Finance and Corporate Resources, the Departmental Management Team and Service Unit Managers, to ensure the effective regulation of all the Housing & Community Care budgets.
2. Be responsible for controlling and monitoring the central items within the department's budget including the complex Housing Revenue Account (HRA) technical budgets.
3. Be responsible for all financial aspects of the Council's HRA, to include responsibility for the Council Dwelling Rent Setting process and producing the Statutory HRA.
4. Be responsible for developing H &CC's financial strategy and medium term financial planning and for delivering these in conjunction with the Departmental Management Team.
5. Contribute to the strategic work of the Council's Strategic Finance Group to develop and deliver it's strategic objectives which includes ensuring that the Council's statutory

S151 and S114 responsibilities are met, and to contribute to the council's medium term financial strategy.

6. Provide leadership, support and guidance on the effective use of resources ensuring cost effectiveness and value for money.
7. Lead and manage the departmental finance team which will provide the highest quality advice to Members, the Director of HCC, Director of Finance and Corporate Resources and the Chief Executive.
8. To attend evening meetings both internal and external to the council, representing the Director of Housing and Community Care as applicable, ensuring high quality advice is given on financial strategy and on the financial implications of policy proposals.

**Main areas of responsibility:**

**General**

1. To carry out duties with due regard to the Council's Customer Care, Equal Opportunities and Value for Money priorities and incorporating the Council's Core Competencies.
2. To be a member of the Departmental Management Team providing strategic financial advice to the Executive, Council Committees and senior management.
3. To act as advisor to the Director and the Executive member on all areas within the post holder's responsibilities.
4. To take lead role in ensuring that financial matters are clearly addressed in all partnership arrangements, particularly those with Health and Brent Housing Partnership, to ensure that any such arrangements protect the Council's financial position.
5. To lead the strategic development, implementation and maintenance of quality staff and management systems within the service for all major processes to progress efficient working practices, promote the department / service area and the council.
6. To manage the effective use of resources including staff and budget.
7. To ensure that all budget holders are advised and supported in their effective budget planning and management. This includes providing good information and systems, training and individual support.

**Financial**

8. To manage the finance function and develop effective communication so that it becomes a valued service within the Department.

9. To work with the Director of Housing & Community Care and Director of Finance and Corporate Resources in the production of the organisation's strategic long-term and business plans, employing thorough risk assessment to consider the wider implications of issues identified during the business planning process
10. To ensure that appropriate work plans and effective performance management arrangements which translate strategic aims into practical and achievable plans, and reviews are in place to achieve strategies, objectives and business plans. This will include:
  - Preparing and gaining approval for the various annual budgets.
  - Preparing accurate and timely revenue monitors.
  - Balancing the Department's services final accounts and preparing the Statutory HRA..
  - Preparing CIPFA returns.
  - Providing high quality financial advice and innovative solutions to a wide variety of topics, working groups and projects..
  - Facilitate internal audit review and liaise with Council's external auditors, following up on all the resultant actions plans.
  - Preparing Grants Claims (including Housing Subsidy)
11. To ensure that quality standards are adhered to in the financial content of relationships with external providers, and that financial matters are clearly addressed in all partnership arrangements including those with Brent Housing Partnership and Health.
12. To provide accurate and timely financial information as required by the CSCI Performance monitoring processes.
13. To prepare annual proposals for rent setting for the Council's Housing Stock.
14. To provide the financial implications in reports to the Executive and other Committees, ensuring that these are clear, concise and user-friendly.
15. To be responsible for the maintenance of and development of the Departmental Financial System.

### **Asset Management**

16. To have overall responsibility for the management of the Department's buildings.
17. To prepare and maintain the Department's asset management strategy.
18. Lead on major initiatives that will realise the department's access to new investment, e.g. **STOCK INITIATIVES**, LIFT, PFI, partnership arrangements.

### **Strategic**

19. To provide leadership to all those involved in financial management in the Department.
20. To develop the department's medium and long term financial plan to support the Service Delivery Plan.

- 21. To lead on the development of a robust HCC financial strategy with associated monitoring, review and reporting process.
- 22. To lead the development of the HRA 30 Year Business Plan.

**Service Delivery**

- 23. To maximise resources from external funding sources in order to ensure effective management of financial resources to ensure optimum service delivery within social services.
- 24. To direct, develop and deliver the effective management of all the Department's financial processes and development activities, ensuring the Council's compliance with its statutory duties and responsibilities.
- 25. To develop a culture that promotes the finance function as an integral part of delivering effective and efficient services.

**Other**

- 26. To be accountable for the full delegated powers of a senior manager including authority over the units staffing from appointment to dismissal including the power to change establishment.
- 27. To lead and /or be involved in cross council reviews.
- 28. To have a good understanding of the political and government framework and establish effective working networks, seeking opportunities for collaboration with stakeholders, demonstrating sensitivity to partners and stakeholders needs.
- 29. Any other duties of a nature appropriate to the post as may be required from time to time.

<b>Signed</b>	Post-holder	Date
<b>Signed</b>	Manager	Date

<b>Person Specification –</b>			
<b>Assistant Director Finance &amp; Resources</b>	<b>Hay- tbe</b>		
<b>Housing &amp; Community Care</b>			
<b>Area of Competence</b>	<b>Short listing</b>	<b>Interview</b>	<b>Assessment</b>
<b>Knowledge &amp; Experience</b>			
Accountancy qualification (CIPFA, CIMA) and full membership of CCAB accounting bodies.	<b>x</b>		
Knowledge of public sector finance, legislation and conventions as it affects local authorities and adult social care services in particular.	<b>x</b>	<b>x</b>	<b>x</b>
Substantial financial management experience in a large and dynamic local authority, ensuring financial probity through effective management control systems.	<b>x</b>	<b>x</b>	
Proven leadership skills and a track record of achieving service improvement through others.	<b>x</b>	<b>x</b>	<b>x</b>
Experience of leading, managing and developing staff.	<b>x</b>	<b>x</b>	<b>x</b>
Experience and ability to advise members and senior managers on financial forecasting and resource allocation at a strategic level.	<b>x</b>	<b>x</b>	
A clear vision for the contribution of the financial services to the achievement of departmental and corporate goals.	<b>x</b>	<b>x</b>	
Experience of producing statutory and financial management accounts.	<b>x</b>	<b>x</b>	
Understanding and commitment to the Council's equalities policies.	<b>x</b>	<b>x</b>	<b>x</b>
<b>Skills &amp; Abilities:</b>			

<p><b>Strong Leadership abilities including:</b></p> <p>(a) Ability to attract, develop and retain a highly motivated and professional team, and to deal swiftly and competently with unprofessional conduct.</p> <p>(b) Good interpersonal and influencing skill.</p> <p>(c) Demonstrable professional approach which generates credibility and confidence amongst Members &amp; Chief Officers, managers and staff, and all other stakeholders &amp; partners.</p> <p>(d) Demonstrable understanding and commitment to equality and diversity.</p>	<b>X</b>	<b>X</b>	<b>x</b>
<p><b>Ability to develop and implement strategy including:</b></p> <p>(a) Clear analytical thinking and evaluative skills.</p> <p>(b) Development of objectives, targets and practical plans to achieve them</p> <p>(c) Use of performance management systems</p> <p>(d) Integration of partners into plans and working across departments and networks</p> <p>(e) Methods to achieve continuous improvement of services</p>	<b>X</b>	<b>X</b>	<b>X</b>
<p><b>Good communication (written &amp; oral) skills including:</b></p> <p>(a) Ability to advise members and senior officers effectively on all areas within the portfolio.</p> <p>(b) Ability to translate complex technical work concisely into presentations that focus lay persons' attention on key issues in an easy to understand way.</p> <p>(c) Well developed facilitation and presentation skills.</p>	<b>X</b>	<b>X</b>	<b>X</b>
<p>(a) <b>Ability to deal swiftly and competently with under performance and unprofessional conduct.</b></p> <p>(b) Implementing equality programmes and managing a diverse workforce</p> <p>(c) Team building and commitment from staff</p> <p>(d) Developing and implementing a learning environment.</p>	<b>X</b>	<b>X</b>	

Annex to Section 5

Ability to manage change and to seek out and implement innovative solutions to the challenges of the service.	<b>X</b>	<b>X</b>	
Directing services and delivery on service objectives including: (a) Making services responsive to customer needs (b) Ensuring the needs of a diverse population are properly served (c) Developing a continuous improvement culture	<b>X</b>	<b>X</b>	
<b>Good budget control and financial management skills.</b>	<b>X</b>	<b>x</b>	<b>x</b>
Ability to lead and manage various contractual relationships with external providers.	<b>X</b>	<b>X</b>	

Amended version 27.4.05

**Amended draft : Oct. 2008**