

## LONDON BOROUGH OF BRENT

### JOB DESCRIPTION

JD2

<b>Post Title</b>	Assistant Director (Finance and Resources)	<b>Post No</b>	
<b>Service Area</b>	Social Services	<b>Grade</b>	Hay ( )
<b>Unit</b>	Directorate and Support		

#### ***Basic Objectives of the post***

Effective financial management of the Social Services Budget (net £77m 2003/2004).

Advising the Director, Departmental Management Team and Service Unit Managers on all matters financial.

Working with the Council's Strategic Finance Group to develop and deliver the Council's strategic objectives while ensuring that the Council's statutory S151 and S114 responsibilities are met.

Developing and delivering, with the Departmental Management Team, the Department's medium and long-term financial strategy, linked to service objectives.

Building a departmental finance team and finance systems to provide the highest quality advice to Members, the Director of Social Services, Director of Finance and Chief Executive.

Ensuring that all departmental financial resources are used in the most cost effective way to meet service priorities.

#### ***Responsible for:***

Staff of the service (approx. 50) and budgets in excess of £2m.

#### ***Responsible to:***

1. Director of Social Services
2. A professional responsibility to the Director of Finance.

#### ***Main areas of responsibility***

##### ***General***

1. The postholder must at all times carry out his / her duties with due regard to the Council's Customer Care and Equal Opportunities policies.
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 postholders responsibilities.

4. To ensure that services all meet Best Value requirements.
5. Given the recent expansion and developing complexity of partnerships and financial arrangements, to take the lead role in ensuring that financial matters are clearly addressed in all partnership arrangements, particularly those with Health to ensure that any such arrangements protect the Council's financial position.
6. Leading on the development, implementation and maintenance of quality management systems within the service for all major processes.
7. Managing the effective use of resources including staff and budget.
8. Ensuring 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***

9. Manage the finance function centrally and in the service units including qualified accountants and technical support staff. Develop effective communication and identity within the team so that it becomes a valued service with Social Services.
10. Ensure that all financial functions are effectively carried out including:
  - Preparing and gaining approval for the social services revenue budget.
  - Preparing prompt and accurate revenue monitors.
  - Balancing social services final accounts.
  - Preparing CIPFA returns.
  - Acting as a financial advisor to working groups.
  - Liaise with the Council's external auditors.
11. Contribute to the strategic work of the Strategic Finance Group.
12. Ensure that quality standards are adhered to in the financial content of relationships with external providers.
13. Provide the financial input to Best Value reviews.
14. Urgently implement a single corporation financial system and central payments system.
15. To provide timely and accurate financial information as required by the SSI Performance monitoring processes.
16. Provide the financial implications in reports to the Executive and other Committees.

### ***Asset Management***

17. Overall responsibility for the management of the Department's buildings.
18. Prepare and maintain the Department's asset management strategy.
19. Lead on major initiatives that will realise the department's access to new investment, e.g. LIFT, PFI, partnership arrangements. Provide advice to operational managers where they are working to maximise investment.
20. Ensure that the Department's administrative and operational requirements are provided efficiently and represent value for money.

**Strategic**

- 21. Provide leadership to all those involved in financial management in the Department.
- 22. To develop the department’s medium and long term financial plan to support the Service Delivery 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. Direct, develop and deliver the effective management of all social services financial processes and development activities, ensuring the Council’s compliance with its statutory duties and responsibilities.
- 25. Developing 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. Any other duties of a nature appropriate to the post as may be required from time to time.

Signed	Postholder	Date
Signed	Manager	Date

<b>Person specification - Assistant Director (Finance and Resources)</b>			
<b>Area of Competence</b>	<b>Short-listing</b>	<b>Interview</b>	<b>Assessment</b>
<b>Experience &amp; Ability</b>			
Qualified accountant with minimum 5 years post qualification experience.	X		
Demonstrable experience and record of success working at a senior management level, within a large, multi-functional organisation with comparable scope and complexity.	X	X	
A proven record of successful financial management and participation in the formulation of innovative financial objectives, policies and strategies within a large, multi-disciplined organisation.		X	
Track record of delivery and change management. Ability and determination to see projects through to conclusion.	X	X	
A successful record of building effective and productive working relationships at all levels.		X	
Successful record of establishing a positive performance culture, effective performance and service quality evaluation that involves users and providers in driving up standards and performance.		X	
A record of success in financial management including budget formulation and rigorous financial monitoring and control procedures.			
A record of engaging successfully with others, building productive working relationships with a variety of bodies (internal & external); this role will require liaison with groups such as the council's Finance Strategy Group, Members, the Scrutiny Committee, external service providers and Health.		X	X
Commitment to organisational development backed by a personal record of self development.	X	X	
Ability to demonstrate the highest levels of financial stewardship and governance.	X	X	
Understanding of the issues in relation to managing in a diverse organisation.		X	
<b>Financial Skills</b>			
Financial and commercial awareness, with strong analytical skills and a creative and innovative approach to funding and problem solving.		X	X
Knowledge and understanding of the issues affecting service delivery within tight financial limitations.		X	X
<b>Planning &amp; Organising</b>			
Plans well in advance, organises, schedules and monitors plans.		X	X
<b>Decision making</b>			
Ability to make decisions, take initiatives, and initiate action. Weighs up a situation and takes or recommends a course of action after considering the benefits as well as the problems		X	X

An innovator and motivator, who can promote new thinking and focus to achieving the Social Service Department's objectives and continuous improvement.			
<b>Communication</b>			
Able to think and communicate strategically		X	X
Ability to communicate effectively and persuasively with a wide range of audiences through :-			
(a) oral and		X	X
(b) written communications	X		X
Expresses information, thoughts and ideas fluently and concisely.	X	X	X
A confident and resourceful manager who can operate effectively in a complex, multi-discipline environment and has credibility because of what they do and how they do it, rather than relying on their position or profession.		X	X
<b>Motivating &amp; Directing others</b>			
Ability to organise and motivate others to achieve organisational goals. Generates and sustains enthusiasm and commitment of staff. Sets clear standards for the performance and quality of work.		X	X
Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the workforce and fostering a positive and creative organisational culture.		X	
Ability to manage and monitor performance effectively, and set clear objectives for the review of individual and service level performance.		X	X
<b>Results orientation</b>			
Ability to maintain an energetic approach, showing drive and determination to get ahead. Changes systems or work methods to improve performance. Is keen to commit to achieving results and do a thorough effective job.		X	X
A strong financial leader and effective manager who is, energetic, determined, positive, robust and resilient enough to cope with the demands of the role.		X	
Other			
Resilience and drive to meet the demands and pressures of the post, including the ability to cope effectively at times of crisis, manage competing priorities and work in a pressurised political environment.		X	X