



## Job Role: Assistant Director – Finance Broadland District Council and South Norfolk Council

### Purpose

Lead and enable the operational delivery of services that secure the best possible outcomes for local residents, businesses and visitors while supporting the strategic vision.

This role has an assigned portfolio of services, which may vary from time to time. Currently these include:

- Finance, Accountancy
- Financial Services & Fraud
- NNDR
- Local Taxation & Council Tax
- Enforcement
- Procurement

### Key accountabilities

- Support the Managing Director and Directors in delivering an operational strategy that meets the future needs of localities, working in collaboration with external agencies and partners to achieve an inclusive economy and vibrant communities in which opportunity and success is shared.
- Work collaboratively with peers on all strategic and operational matters, encouraging a collaborative organisational culture focused upon improvement and high performance. Lead a range of public services to achieve successful outcomes on behalf of both councils.
- Actively contribute and support the leadership team to deliver and monitor the vision, strategic direction and core values of the councils and provide a clear sense of direction, optimism and purpose.
- In conjunction with the Managing Director and Directors ensure that constructive relationships are developed and maintained between each council and the partner organisations which are important to meeting the objectives of both councils.
- Demonstrate leadership skills through the effective management of teams in achieving high levels of performance.
- Ensure that there is a clear and consistent focus across the councils and their partners on delivering an inclusive and outstanding customer experience to all residents and communities of both councils.

- Ensure that staff are provided with appropriate support and opportunities for personal development to ensure that both councils are in the best possible position to deliver the broadest possible benefits of joint working.
- Manage and monitor performance and resources within the functions to ensure the delivery of high quality services in a manner which demonstrates compliance with relevant policies, guidelines, regulations and national standards.
- Prepare, manage and monitor budgets in accordance with the corporate framework to deliver priorities and contribute to the business planning process.
- Work to the councils' constitutional, legal and regulatory requirements. Adhere to both councils' health and safety and equalities policies.

### Generic skills, knowledge and experience

- Proven track record of consistent and demonstrable achievement at a senior management level within an organisation of comparable scope and complexity.
- Demonstrable track record of leading, motivating managing and empowering teams to achieve high performing and significant, sustainable service improvements and outstanding results, through internal and external partnerships.
- Experience of providing strong and inspirational leadership, promoting an inclusive culture with ambition, and appetite for risk, high performance, continuous improvement, innovation and creativity, and customer focus.
- Evidence of establishing a performance management culture to drive continuous improvement, including service planning, objective setting, staff performance reviews and the management of staff groups.
- Experience of optimising workforce capability, ensuring fair and transparent approaches to talent management and resourcing decisions that promotes diversity and inclusion.
- Proven experience of working effectively within a political environment, providing clear, balanced advice and guidance on strategic issues that achieve service objectives.
- Experience of applying commercial judgement in making decisions that will deliver cost-effective and efficient results.
- Qualified to degree level or equivalent in a subject relevant to the responsibility
- Evidence of continued professional development in a relevant field.

## Role specific skills, knowledge and experience

- Experience of acting as the strategic finance officer in a similar, complex, multi-disciplinary organisation, either private or public sector with a high level of commercial focus and a lead responsibility for bidding for and winning new business and/or income generation.
- Demonstrate the capability and capacity for critical thinking and ability to apply this insight in a practical and engaging manner.
- Demonstrate experience of leading on and delivering major investment projects or programmes within an organisation of comparable scope and complexity.
- Experience of providing leadership and oversight of corporate governance frameworks to ensure effective operations and compliance of legal, procurement and risk management requirements.

## Purpose

Provide strategic financial leadership, planning and working towards the establishment of a financial strategy and framework that directly supports the organisations objectives and priorities. To ensure compliance with all relevant legislative and best practice frameworks and a culture of strong financial governance and control.

## Skills, Knowledge and Experience

- Full qualification and chartered membership of a relevant professional body, e.g. ACA, ACCA, CIPFA.
- Demonstrable experience of strategy development, planning and policy formulation within the professional disciplines covered by this role.

## Behaviours

Behaviours for the new BDC/SNC senior management team were agreed through formal consultation and are depicted in the following Competencies Set diagram.

Date: March 2019

