

LONDON BOROUGH OF TOWER HAMLETS

JOB DESCRIPTION		Version: Date agreed:	
Post Title: Service Head Finance and Procurement	Post No.	Grade:	
Directorate: Resources	Division: Finance	Section:	
Responsible to: Corporate Director Resources			
Responsible for: Chief Accountant, Financial Systems, Financial Planning, Procurement			
DBS Required? N			
Is the post politically restricted? Y			
Is a Travel Allowance Payable? N			
Does this post attract an Essential Car User Allowance? N			

MAIN PURPOSE OF THE JOB

Manage an effective and responsive financial management support service for all the council's functions, co-ordinate the Council's statutory financial reporting and advise on corporate financial issues.

Develop strategies for the continuous improvement of the efficient use of financial resources across the Council to ensure the effective control of the revenue budget and the capital programme to enhance overall value for money.

Deputise for the Corporate Director Resources as required and fulfil the role of Deputy Section 151 Officer.

Provide strategic direction and leadership to staff in the Council 's Finance service.

Lead and develop the Procurement service ensuring the highest professional standards and that opportunities for enhancing value for money and partnership initiatives are fully explored through procurement activities.

DUTIES & RESPONSIBILITIES

1. Develop the corporate financial framework to enable the Council to prioritise and utilise its financial resources to the greatest effect and ensure activity and process comply with Government regulations and legislation.
2. Act as the Council's Deputy Chief Finance Officer and support the Corporate Director Resources in ensuring high quality financial administration and stewardship throughout the Council.
3. Provide strategic financial planning and management of the Council's business, co-ordinate the Council's statutory financial reporting and ensure that the financial systems and procedures meet statutory accounting and financial management requirements.
4. Lead the development and implementation of the Council's corporate financial systems, ensuring that processes and procedures are as innovative and efficient as possible.
5. Provide leadership to the implementation and development of the Council's Strategic Plan and the achievement of the targets set out within it.
6. Undertake a key role in determining the strategic direction of the Resources Directorate to deliver its vision and objectives and ensure the expectations of customers are met.
7. Monitor and challenge the financial implications of all projects and programmes within the Council.
8. Co-ordinate the development of the medium term financial strategy and financial planning mechanisms.
9. Lead and manage the Finance and Procurement functions, developing their efficiency and effectiveness through service plans which specify outcomes, resource allocation and performance measures and standards.
10. Draft reports and written advice on the resources available or required to meet Council and service priorities and the implications of decisions

to the Mayor, Members, the Corporate Management Team and other senior managers.

11. Monitor compliance with the Council's Standing Orders and Financial Regulations and provide advice on their proper interpretation and application as appropriate.
12. Lead the development and implementation of the Council's corporate procurement strategy ensuring that procurement processes and procedures obtain value for money and that efficiency is driven across all procurement activity.
13. Work across organisational and functional boundaries with the Council's strategic partners, suppliers, other Local Authorities and agencies to deliver measurable service and financial benefits.
14. Develop continuous improvement in procurement practice at all times complying with current legislation, professional and other relevant standards.
15. Promote a positive image of Tower Hamlets and represent the Council at local and National level, attending and presenting at such conferences, seminars and working parties as may be required.
16. Lead and develop any commissioning of finance services for the Council and act as Client for all commissioned services in these areas.
17. Implement continuous development and training programmes for finance staff and Managers across the Council to ensure the optimum and efficient use of the financial management systems and compliance with proper accounting practice.
18. Monitor compliance with the Council's procurement procedures and ensure that client functions across Council Departments are equipped to ensure that suppliers meet performance standards enshrined in contracts.

General Terms

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's performance, development and review scheme. **(For Supervisory Staff add)** To engage and develop all staff in the team to ensure they have clear personal development plans.

- Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation. To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
- This job description is a guide to the level and range of responsibilities you will be expected to undertake. It may be changed from time to time to reflect changing circumstances and demands. As directed, you will undertake additional duties and responsibilities that may arise from time to time commensurate with the grade of the post.

SPECIAL TERMS AND CONSIDERATIONS

Weekend and evening work as required.

Person Specification for the Post of		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	<p>Comprehensive knowledge of the financial framework for Local Government, its decision- making processes and procedures.</p> <p>Knowledge of National Policy and trends affecting Local Government finance and procurement</p> <p>Knowledge and understanding of the broader range of services provided by Local Government</p> <p>Knowledge and understanding of procurement processes and practices in a large organisation</p> <p>Evidence of continuing professional development</p>	<p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Qualifications & Experience	<p>Full membership of CIPFA or relevant professional body</p> <p>Experience of strategic financial management, including managing complex budgets in order to enhance value for money and achieve service and corporate objectives</p> <p>Experience of using strategic and service planning target setting and performance management as tools to accelerate service improvement</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A/I</p> <p>A/I</p>

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	<p>Demonstrable track record of effective relationships with elected Members and Senior Managers</p> <p>Evidence of success in leading, managing and motivating staff to achieve agreed outcomes</p> <p>Demonstrable track record of achieving efficiencies and value for money through effective procurement practice</p>	<p>E</p> <p>E</p> <p>D</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Leadership And Management Framework</p>	<p><u>Leadership</u></p> <p>Open to creativity in leading and developing services, taking on board team members' ideas and contributions</p> <p>Commitment to honesty, democracy, inclusiveness, loyalty and high standards in undertaking leadership role</p> <p>Knowing own strengths and limitations and understanding own emotions and impact of own behaviour on others in diverse situations</p> <p>Communicating the vision and rationale for change and engaging others to work collaboratively to achieve change</p> <p><u>Achieving Results</u></p> <p>Use of evidence-base for decision-making</p> <p>Evaluation of the impact of previous decisions and actions</p> <p>Evidence of identifying and managing resources to deliver services efficiently and effectively taking into account the impact of national and local policies and constraints</p> <p>.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>	<p>A/T</p> <p>A/T</p> <p>A/T</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	<p><u>Engaging With Others</u></p> <p>Ability to develop effective partnerships and positive working relationships within the council, with the private sector and other external agencies - both statutory and voluntary.</p> <p>Evidence of taking on board the contributions of a diverse range of stakeholders and being open and honest about the extent to which contributions can be acted upon.</p>	<p>D</p> <p>D</p>	<p>A/I</p> <p>A/I</p>
	<p><u>Valuing Diversity</u></p> <p>Commitment to creating an open, honest and inclusive culture where people from all backgrounds can excel.</p> <p>Commitment to the principles and practice of equality and diversity in</p>	<p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p>

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	employment and service delivery.		
	<p><u>Learning Effectively</u></p> <p>Evidence of recognising own strengths and development needs and allocating time to development</p> <p>Demonstrable ability to understand own emotions and recognise the impact of own behaviour on others</p>	<p>D</p> <p>E</p>	<p>A/I</p> <p>A/I</p>