

## Job description and employee specification template

<b>Job title:</b>	Deputy Chief Executive (s151 Officer)	<b>Location:</b>	Cirencester
<b>Reports to:</b>	Chief Executive	<b>Working hours:</b>	37 per week
<b>Job number:</b>	TBC	<b>Salary</b>	£86,275 (plus up to £8k relocation package)
<b>Line Manages:</b>	Counter Fraud Manager		
<b>Purpose:</b>	<p>Directors are responsible for the corporate management of a range of Council services providing strategic policy direction and leadership. They support the Cabinet and Corporate Leadership Team, to achieve the aims and desired outcomes of the Council, Cotswold District communities and partners.</p> <p>Directors provide a strategic link between the desired outcomes of the Council and the strategic and operational management within the Council's service delivery companies, particularly Public Group Support Ltd and Ubico Ltd. Directors are responsible for monitoring the performance of the two Council owned companies and advising the Council accordingly.</p> <p>This role also fulfils the statutory role of the Council's Chief Finance Officer (s151) as defined by the CIPFA publication on the role of the Chief Finance Officer.</p> <p>The post holder will act as Head of Paid Service in the absence of the Chief Executive.</p>		
	<p><b>Statutory responsibilities of this post:</b></p> <p>As Deputy Chief Executive (s151 Officer) the post holder has the statutory responsibility, as defined by the Council's constitution to:</p> <ul style="list-style-type: none"> <li>• Act as the s151 Officer in accordance with Section 151 of the Local Government Act 1972</li> </ul> <p><b>Specific service areas</b> which are the responsibility/oversight for this post are:</p> <ul style="list-style-type: none"> <li>• Counter Fraud and Enforcement Unit</li> <li>• Internal Audit function provided by SWAP Internal Audit Services.</li> </ul>		

<p><b>Key responsibilities:</b></p> <p><b>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</b></p>	<ul style="list-style-type: none"> <li>• To lead and direct the Council’s financial strategy and operations, including Section 151 responsibility for ensuring the sound management of the Council’s finances and resources.</li> <li>• As a member of the Council’s Corporate Leadership Team supporting the Chief Executive and Director of Governance and Development, to contribute to the effective design and subsequent delivery of the Council’s key priorities as specified in the Corporate Plan, Medium Term Financial Plan and Recovery Investment Strategy.</li> <li>• To hold the Council’s teckal companies (Publica Group Ltd, Ubico Ltd and SWAP Internal Audit Services Ltd) to account. Ensuring that the companies deliver their respective services in line with the contractual arrangement and deliver against the Council’s corporate plan</li> <li>• Develop an innovative and commercial approach across the Council and within specific service areas;</li> <li>• Develop effective partnerships and collaborative working with stakeholders in order to achieve the Council’s vision;</li> <li>• Champion continuous improvement and transformation of services using systems thinking or other evidence based principles around customer/client purpose;</li> <li>• Contribute to developing the reputation of the Council by proactively and positively participating in matters related to the media.</li> <li>• Take joint responsibility as part of the Corporate Leadership Team for delivering the whole Council budget and savings/revenue generation targets.</li> <li>• Build and maintain effective working relationships with the Cabinet, Elected Members, Overview &amp; Scrutiny Committee Members and Audit Committee Members to assist in strategic decision-making, policy making and community roles.</li> <li>• Support the Council’s emergency planning, critical incidents, and service response arrangements through participating in management cover arrangements and undertaking any designated roles specified under these plans.</li> <li>• Be the strategic financial advisor to Cabinet, Council and Corporate Leadership Team responsible for:</li> <li>• Ensuring the Council fulfils its lawful obligations, statutory duties, and performs its functions and activities in accordance with the law and the principles of good financial governance.</li> <li>• Ensuring effective corporate financial arrangements are in place through the leadership and management of a range of corporate services.</li> <li>• Production of the Council’s Capital Strategy and Asset Management Plan and ensuring, with other senior managers, that the Council’s assets are actively and robustly managed.</li> <li>• Overseeing the procurement of goods and services within the authority and to ensure that effective and robust procedures are in place to achieve the best possible value for money for the authority.</li> <li>• Taking the lead supporting role to the Council’s Audit Committee</li> <li>• Developing and overseeing the delivery of the Annual Internal Audit Plan</li> <li>• Ensuring that the Council has effective policies and strategies that deliver the Council’s priorities and long term financial sustainability.</li> <li>• Leading the overseeing, monitoring, and reporting of financial performance</li> <li>• Development of the Council’s Medium Term Financial Strategy, the annual budgeting process, and monitoring processes to ensure their delivery.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Development of the Council’s budget process and monitoring processes to ensure their delivery.</li> <li>• Inputting into the Council’s commissioning of services, ensuring the services provided by Publica, Ubico, SWAP, Internal Audit Servicer and other providers efficiently meet the Council’s priorities.</li> <li>• Promoting the Council’s interests as a shareholder in Publica Group Limited and Ubico Limited.</li> </ul>
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	<p><b>General Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Provide advice and recommendations to the Corporate Leadership Team and elected Members on significant policy decisions or complex and contentious matters.</li> <li>• Along with the Chief Executive and Director of Governance and Development (Monitoring Officer), take direct ownership for the delivery of a number of specific Corporate Plan priorities;</li> <li>• Develop relationships both internally and externally to maximise opportunities for collaboration and integration;</li> <li>• Contribute to the corporate management of the strategic risks facing the council;</li> <li>• Represent the Council at regional/national level;</li> <li>• Promote and exemplify robust decision making which is open, inclusive, flexible and responsive;</li> <li>• Embed a culture that places customers first, adopts a can-do approach and focuses on good outcomes in communities;</li> <li>• Provide timely and appropriate financial advice and establish sound frameworks and procedures to regulate decision making and ensuring that the Council and its Officers act lawfully and that the Council has an ethical framework so as to maintain high standards of conduct.</li> <li>• Ensure the provision of efficient and effective management and administration of the decision making process of the Council, key partnerships and Committees and other meetings as required. Monitor and provide advice on the Council’s Financial and Contract Rules and ensure that the Council operates its decision making in accordance with these and relevant legislation.</li> <li>• Provide the Council, Cabinet, Committees, Members and Officers with support and advice on democratic, governance and financial matters.</li> </ul>
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	<p>In addition the post holder will:</p> <ul style="list-style-type: none"> <li>• As Deputy Chief Executive be required to act as one of the Council's Deputy Returning Officers, (Full Powers) or equivalent at all elections.</li> <li>• Ensure effective performance management arrangements are in place within the Counter Fraud &amp; Enforcement Unit to achieve the Council's corporate aims and compliance with statutory and locally agreed performance indicators.</li> <li>• Lead the development, delivery and on-going review and communication of financial processes, aligned with the Vision, Aims and Priorities of the Council as set out in the Corporate Plan.</li> <li>• Ensure that services are designed to deliver the Council's Vision, Values and Priorities as set out in the Corporate Plan with the community of the Cotswold District placed firmly at the centre of this Vision.</li> <li>• Facilitate and enable related transformational change across the organisation through timely and relevant activities and interventions.</li> <li>• The post holder is responsible to maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment</li> <li>• Work in compliance with the Codes of Conduct, Regulations and policies</li> <li>• Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information</li> </ul>
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<p><b>Essential requirements, qualifications, skills and abilities:</b></p>	<p><b>Qualifications</b></p> <p>In addition to the qualifications, knowledge, and skills required for roles at this level, this role requires:</p> <ul style="list-style-type: none"> <li>• CCAB recognised accounting qualification</li> <li>• Educated to degree level or equivalent</li> <li>• Evidence of post qualification personal and professional continued development</li> </ul>
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	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Extensive post qualification experience at a senior level within an accountancy and audit environment</li> <li>• Experience of providing strategic direction and strong leadership in a previous senior finance or management role</li> <li>• Experience of providing advice, information and support to members and external parties with minimal supervision</li> <li>• Extensive experience of successful strategic financial management, financial planning and budget preparation</li> <li>• Proven ability to implement and monitor highly effective and efficient financial controls</li> <li>• Experience of preparing and presenting accurate and timely financial statements and comprehensive commentary in accordance with relevant regulations/guidelines</li> <li>• Experience of report writing and presenting at Corporate Team and Council level</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• A high level of skill in working across a broad range of technical accounting subject areas</li> <li>• Ability to interpret and communicate financial information at an advanced level</li> <li>• An ability to interpret and communicate complex financial information in plain English to non-financial managers and members</li> <li>• Ability to work to tight deadlines and meet conflicting demands</li> <li>• Communicates effectively at all levels (excellent verbal and written skills)</li> <li>• Good practical level of IT skills - MS Office</li> <li>• Demonstrate integrity, fairness and high personal and professional standards.</li> <li>• Achieves results through others</li> <li>• Sound management judgement and personal credibility</li> <li>• Is customer focussed, responsive, and co-operative with customers</li> <li>• Proactive and self-motivated</li> <li>• Flexible approach to work</li> <li>• Works together with employees, colleagues and members to resolve problems and implement change initiatives</li> <li>• Ability to work to tight deadlines and meet conflicting demands</li> <li>• Ability to maintain confidentiality in accordance with Data Protection</li> </ul>
<p><b>Desirable requirements qualifications, skills and abilities:</b></p>	<ul style="list-style-type: none"> <li>• Previous experience of undertaking duties of Chief Finance Officer as set out in section 151 of the Local Government Act 1972.</li> <li>• Previous experience of working in Local Government.</li> </ul>

<b>Special conditions:</b>	<ul style="list-style-type: none"> <li>• There may be a requirement to work at other locations to meet the needs of the business.</li> <li>• Expected to work reasonable additional hours in line with the needs of the service</li> <li>• There will be a requirement to attend evening meetings</li> <li>• You will need use of a car for work purposes need use of a car for work purposes.</li> <li>• This post designated as politically restricted in accordance with the Local Government and Housing Act 1989. Politically restricted post holders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.</li> </ul>	
<b>Date of Issue:</b>	10/05/2022	
<b>Date reviewed:</b>	<b>May 2022</b>	
<b>Reviewed by</b>	<b>Name: Rob Weaver</b>	<b>Job title: Chief Executive</b>