

Cabinet Member Role Description

Portfolio Title: Deputy Leader (Finance & Portfolio Co-ordination)

Role Summary

The Portfolio holder will have lead responsibility for the Council's finance function, which includes Finance and Procurement, IT, Shared Services (payroll, pensions, payments, income, ERP support) and Audit and Risk (internal audit, risk management, insurance, emergency planning, business continuity, health & safety). The portfolio also includes portfolio co-ordination

The relevant senior officer is the Corporate Director Finance, whose job description is attached.

Responsible to:

- The Council Leader and;
- all people who live and work in Harrow

Responsibility for:

- Collective responsibility for the political leadership of Harrow Council and for decisions taken by the Executive.

Portfolio Responsibilities:

- Building effective working relationships with appropriate senior officers and supporting them in establishing strategic policies, prioritising actions and managing performance against the accountabilities in the attached job description.
- Keeping abreast of related developments and policies at national, regional and local level
- Enhancing the Council's reputation through taking the national stage where possible and participating in regional and national networks
- Representing the Executive at the Scrutiny Committee in connection with any related matter that may be 'called in' and attending Scrutiny Committee or Panels at their request in connection with any issues associated with the portfolio
- Being proactive in relation to media and publicity issues; acting as spokesperson for related press enquiries
- Leading, as required, on any major service reviews associated with the portfolio
- Being aware of key budgetary opportunities and threats affecting the portfolio services.
- Representing the Council on external bodies, as appointed, and feeding back to the Executive any issues of relevance/importance.