

# **LONDON BOROUGH OF HARROW**

## **Corporate Director (Finance)**

**Responsible to:- Chief Executive**

### **Job Purpose**

The post is one of five Corporate Directors responsible with the Chief Executive for the strategic and general management of the council and specifically the Finance Directorate.

To be the Council's Chief Finance Officer under S151 of the Local Government Act 1972

### **MAIN ACCOUNTABILITIES**

#### **Leadership**

1. Together with the Chief Executive and members of the council's Management Board, and in collaboration with elected members, establish and implement a vision for Harrow in the development of its services, organisation and workforce.
2. Provide dynamic and innovative managerial leadership to the authority
3. Deliver efficiency and value for money and sound financial management
4. Develop and maintain a learning culture designed to encourage an effective contribution by all staff within the organisation
5. Ensure that structures and process inform sound decision-making and service delivery
6. Develop and maintain a healthy and effective interface between the Council Members and Officers
7. Provide well-evidenced and sound advice directly to the Chief Executive, cabinet, portfolio holders and other members of council and attend council, cabinet and other committees and events as required
8. Promote a positive image of Harrow externally and represent the council at local and national level attending and presenting at such conferences, seminars, meetings and working parties as may be required.
9. Represent the council and/or the Chief Executive in discussions with partner organisations and other stakeholders.

10. Deputise for the Chief Executive within functional areas and other areas as specified by the Chief Executive.

### **Partnership**

11. Maintain and develop effective relationships with key partners, service providers and stakeholders and the wider community to facilitate high quality services.
12. Maintain and develop effective relationships with relevant government departments and other national or regional bodies.
13. Ensure the council is equipped to meet government requirements and inspection requirements.
14. Maintain and develop an effective framework for consultation with service users, staff, trade unions, voluntary and community organisations, partner and other stakeholders.

### **Service Delivery**

15. Develop services to ensure quality service delivery through devolution, effective communication and focus on customer services
16. Lead innovation in the development of new approaches to service delivery to ensure continuous improvement in value for money, performance and quality of services for Council Tax payers
17. Oversee and ensure implementation of joint and other working between strategic partners, including where appropriate health, police, education and other services, ensuring that this is done in accordance with best practice models and developing those models where appropriate.
18. Ensure in conjunction with strategic partners, government and other agencies the achievement of council objectives and the fulfilment of the statutory obligations and national requirements applicable to the relevant services.

### **Performance and Resource Management**

19. Provide effective management arrangements to ensure the Directorate's resources are used to best effect and will meet the Council's Goals and Objectives
20. Sustain a culture to encourage meaningful contribution by employees through their continuing development and commitment
21. Develop and maintain effective governance and performance frameworks to clarify accountabilities, expectations and ensure that effective monitoring, reporting and challenge mechanisms are in place
22. Participate in effective civil emergency planning, leadership and management.

## **Equality and Diversity**

23. Provide leadership, communication and action, which will exemplify the Council's values, sense of purpose and commitment to ensure equality of opportunity and strengthen cohesion in the local community.

## **ROLE SPECIFIC ACCOUNTABILITIES**

24. Fulfil the statutory role of Chief Finance Officer and ensure that the associated statutory duties are discharged.

25. Lead and direct the strategic and general management of the following services / functions on behalf of the council:

- Finance
- Procurement
- Internal Audit
- Risk Management
- Insurance
- Emergency Planning and Business Continuity
- Health and Safety
- IT
- Shared Services (payroll, pensions, ERP support, payments and income)

26. Lead and direct the effective development and implementation of the following key strategies on behalf of the council: -

- Medium Term Budget Strategy
- Financial Management Strategy
- Procurement Strategy
- Audit and Risk Improvement Strategy
- Health and Safety Improvement Strategy
- IT Strategy
- ERP Development Strategy

27. To act as lead officer and directly advise the Chief Executive, relevant council committees and panels including Cabinet and Scrutiny sub committees and council members on other strategic policies and practices relating to the Finance Directorate.

## **Dimensions**

- The post reports to the Chief Executive
- Responsible for the effective management of the Council's budgets
  - Total financial responsibility for the Council in the order of £600m
  - Revenue budget in the order of £20m, in 2007/08
  - Capital budget in the order of £2m, in 2007/08

- Directly manages 4 Directors / Heads of Service and has overall responsibility for approximately 200 employees.
- The post has statutory responsibility for finance