



# Candidate Brief

**Client:**

**Maldon District Council**

**Role:**

**Chief Finance Officer (S. 151)**

**CIPFA Penna Consultant:**

**Andrew Tromans**

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***Further reading:***

- Corporate Strategy - <https://www.maldon.gov.uk/corporateplan>
- Investment Prospectus - [Home - Maldon District Council](#)
- Tourism website - [www.visitmaldondistrict.co.uk](http://www.visitmaldondistrict.co.uk)
- Current Local Plan (LDP) information:
  - Document:  
[https://www.maldon.gov.uk/download/downloads/id/14807/approved\\_maldon\\_district\\_local\\_development\\_plan\\_2014-2029.pdf](https://www.maldon.gov.uk/download/downloads/id/14807/approved_maldon_district_local_development_plan_2014-2029.pdf)
  - Map:  
[https://www.maldon.gov.uk/info/20048/planning\\_policy/8107/local\\_plan/5](https://www.maldon.gov.uk/info/20048/planning_policy/8107/local_plan/5)

## Welcome Letter

Dear Candidate,

Thank you for your interest in the role of Chief Finance Officer (Section 151) at Maldon District Council.

This is an exceptional opportunity to play a key role in shaping the financial future of one of Essex's most distinctive and vibrant districts. Like many local authorities, we are operating in a challenging and ever-changing environment, but we are proud to be in a strong financial position, with no debt and sensible reserves. We are committed to delivering innovative solutions that ensure the sustainability of our services and the prosperity of our community. With challenges come opportunities, and we are seeking a visionary leader to help us seize them.

As Chief Finance Officer, you will be a vital member of the Senior Leadership Team, providing strategic financial advice and fulfilling the statutory responsibilities of the Section 151 Officer. You will oversee all finance and finance-related functions, including budget setting, treasury management and investment, and the delivery of our commercial strategy, while driving forward initiatives that align with the Council's Corporate Plan. Your leadership will be critical in fostering financial excellence and embedding a culture of continuous improvement.

With greater transfer of power from central government to regions through devolution deals and Local Government Reorganisation on the horizon, our focus is on ensuring the responsible and effective use of our financial resources to improve outcomes for the residents of Maldon. Your ability to lead through complex change and influence strategic decision-making will be instrumental in shaping the future of our district.

Maldon is renowned for its unique blend of natural beauty, historic charm, and strong community spirit. From the scenic Blackwater Estuary to our thriving local businesses and engaged residents, this is a place where your work will have a meaningful and lasting impact. As a council, we pride ourselves on fostering a culture of innovation, collaboration, and inclusivity.

We are seeking an accomplished finance professional with the skills and experience to deliver results in a complex political environment. Whether you are an experienced senior leader or taking your first step into a statutory role, this position offers a unique opportunity to make a significant contribution to the future of Maldon.

If you are ready to embrace this challenge and make a lasting impact, we would be delighted to hear from you. For more information about the role, please contact Andrew Tromans at Penna on 07805 226301 or at [andrew.tromans@penna.com](mailto:andrew.tromans@penna.com).

We look forward to receiving your application and wish you every success.

Yours Sincerely,



**Doug Wilkinson**  
Chief Executive  
Maldon District Council

## Advert

### Chief Finance Officer (Section 151)

**Salary:** £85,952 – £92,903  
**Location:** Maldon, Essex (Hybrid working available)  
**Contract:** Full-time, Permanent

Maldon District Council is seeking a Chief Finance Officer (Section 151) to provide strategic leadership and ensure robust financial stewardship. This is a pivotal role for a forward-thinking leader ready to deliver financial excellence and innovation in one of Essex's most unique and picturesque districts, and with a focus on economic development, growth and investment.

#### The Role

As Chief Finance Officer, you will be a key member of the Council's Senior Leadership Team, reporting directly to the Chief Executive and leading all finance and finance-related services. This critical role will involve:

- Fulfilling the statutory responsibilities of Section 151 Officer.
- Leading the Council's financial strategy to ensure sustainable budgeting and value for money.
- Overseeing key functions, including accounts closure, budget setting, commercial strategy, and treasury management.
- Managing and inspiring a talented finance and commercial team to deliver consistent high performance.
- Providing trusted financial advice to elected Members, stakeholders, and partners to guide strategic decisions.
- Embedding a customer-focused approach while driving service improvements and innovation.

#### Candidates

We are looking for an accomplished finance professional who is a member of a recognised accountancy body (e.g., CIPFA, ACCA, CIMA). You will bring experience of public finance leadership, with a track record of:

- Driving financial transformation and operational excellence.
- Delivering effective financial planning, risk management, and compliance with statutory obligations.
- Cultivating strong relationships with Members, senior leaders, and external stakeholders.
- Motivating and developing teams in a dynamic, hybrid working environment.
- Balancing strategic oversight with attention to operational detail.

#### What We Offer

Maldon District Council is committed to fostering a culture of collaboration, innovation, and excellence. Alongside a competitive salary and flexible working arrangements, this role offers the opportunity to make a lasting impact on the future of our district.

#### Next Steps

If you are ready for the next step in your career, with an inclusive and supportive team, and with a focus on growth and investment, we want to hear from you. For an informal and confidential discussion about the role, please contact:

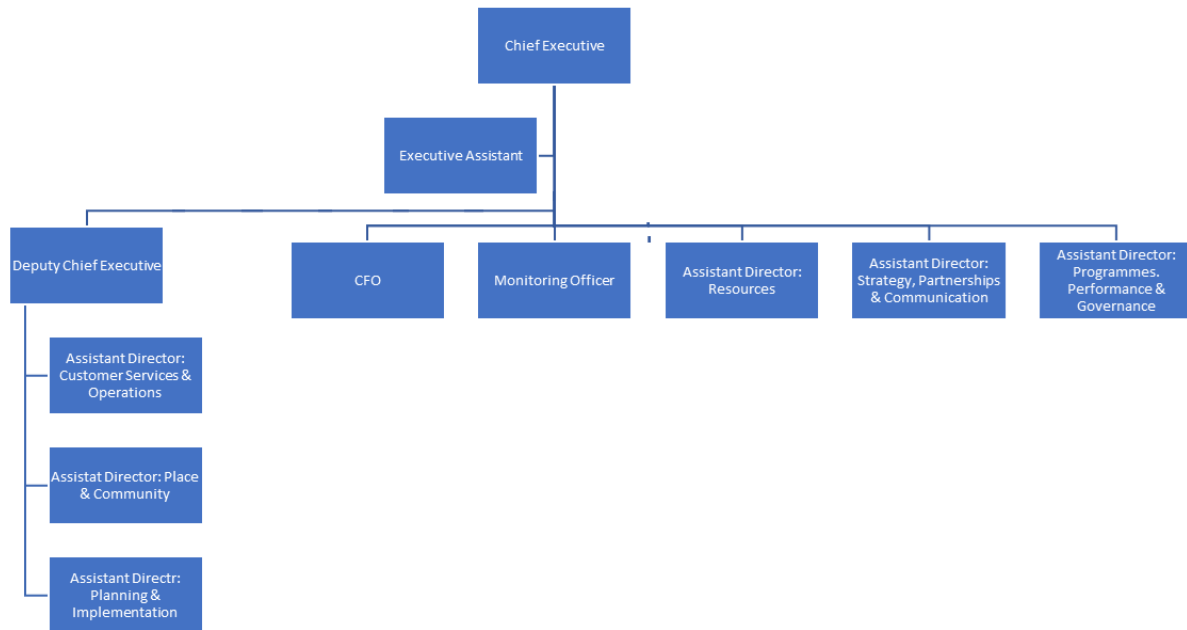
- Andrew Tromans – 07805 226301 / [andrew.tromans@penna.com](mailto:andrew.tromans@penna.com)
- Zara Bruton - 07743 980867 / [zara.bruton@penna.com](mailto:zara.bruton@penna.com)

**Closing Date:** Sunday 16<sup>th</sup> February 2025

*Maldon District Council is an equal opportunities and disability confident employer, welcoming applications from candidates of all backgrounds.*



# Structure Chart



## Role Profile

<b>Job Title</b>	<b>Chief Finance Officer (Section S151 Officer)</b>
<b>Service Area</b>	<b>Strategy &amp; Resources Directorate</b>
<b>Grade</b>	<b>SCP N53-N56</b>
<b>Salary</b>	<b>£85,952 – £92,903</b>
<b>Job Reference</b>	<b>SD2327</b>

<b>Reporting to</b>	<b>Chief Executive</b>
<b>Responsible for</b>	<b>Lead Specialist Finance (Deputy 151) Commercial Manager Internal Audit Contract</b>

### Team Purpose

- Carry out the core accountancy functions of accounts closure, budget setting and budget monitoring.
- Management of the Council's cash balances (Treasury Management).
- Provide financial information and advice to inform decisions making.
- Ensure payroll is processed on an accurate and timely basis.
- Oversight of the delivery of the Commercial Strategy.
- Ensure achievement of the Council's commercial ambitions.
- Ensure the delivery of the internal audit function.

### Role Purpose

- To provide strategic Leadership and managing a team of staff who are responsible for Finance and Commercial.
- Fulfilling the statutory role of the Council's Section 151 Officer.
- To own, develop and oversee the council's policies in key areas, solve problems and delivers an efficient customer-focused service with high standards of professionalism.
- Ensures delivery of a service that is professional, and business like in its approach; ensure a focus on how the team contributes to the delivery of the council's ambitions and to high standards of services for residents and other customers.
- Member engagement and liaison: To be a trusted point of contact for engagement with Members to ensure sound relationships and prompt responses to issues and queries raised.
- To ensure effective cross Council working for self and reports to enable strategic achievement and enabling collaboration, innovation and engagement and delivery of Council priorities under the overall guidance of the Director for Strategy, Performance and Governance.
- Be a role model for the service, demonstrating authenticity, integrity, resilience and compassion and focussing on communication, personal development and wellbeing.

## Key Accountabilities

- Ensuring the Council is statutorily compliant on all financial matters.
- Ensuring robust financial planning and management to support the delivery of the Council's objectives.
- Responsible for defined specialist and operational services to meet the council's needs and delivering of the council's key services and corporate objectives, ensuring compliance with statutory regulations, legislation, professional codes of practice and adherence to Council policy.
- Ensuring the delivery of a performance improvement strategy for areas of responsibility to achieve continual progression.
- Prepare and present reports to council committee meetings or other internal or external meetings ensuring compliance, transparency, and scrutiny.
- Ensuring high standards of specialist and professional input into the development and implementation of the council 's strategies and policies.
- Be the most senior point of contact for the service reporting to the Senior Leadership Team and elected members as necessary.
- Responsible for the management and implementation of projects, interventions and initiatives and delivery of corporate objectives and business plans with input from staff with relevant expertise and experience.
- Undertake recruitment and supervision of interim staff and provide functional and operational leadership and oversee recruitment and retention to minimise the number of vacancies and agency appointments.
- In conjunction with the Director of Strategy Performance and Governance, responsible for the review and implementation of business process changes that drive further efficiencies and cost savings within the Council.
- Delivering customer focussed, high profile and responsive operations and services, ensuring that enquiries, complaints and cases are managed and completed at the appropriate level.
- Ensuring risk management of all activity, reporting to the Senior Leadership and elected Members as required.
- Ensuring sound financial and resource management across the service, enabling discussion about resource and response is set within a sound financial and procurement framework.
- As part of the Directorate Senior Management team, ensuring a coherent and consistent approach across the remit of the Directorate and as part of the Council's Extended Leadership Team.
- Role model the Core Values with an emphasis on praise, peer to peer feedback and recognition of achievements.
- Draw on previous experience to provide senior specialist advice and input, challenging thinking where appropriate. Input to commissioning and contract management with a focus on maximising commercial opportunities and achieving value for money.
- Liaise with managers across the Council to monitor relevant information systems and make sure they are accurate and up to date, ensuring the "golden customer record" conforms to all verification and validation processes and in accordance with Data Protection principles and Council policy.

<b>Ways of Working</b>	
<b>Collaborative working</b>	<p>Ensuring that teams work collaboratively across the council to provide a seamless service to customers, collaborating on strategy, corporate projects and managing key relationships with members, partners, customers and other stakeholders.</p> <p>Lead and manage direct reports and delegating appropriately, setting clear targets and objectives, managing workflow proactively, manage priority and performance. Manage behaviours, ways of working, encouraging communication and empowerment. Ensuring collaboration across the organisation and managing relationships with key stakeholders and partners.</p>
<b>Customer Service</b>	<p>Playing a leading role in championing the customer and a customer focussed approach to service delivery.</p>
<b>Supporting Corporate Projects</b>	<p>Identify and release resource to be directed at strategic initiatives and corporate projects, backfilling roles where there are resource constraints and potential impact to business as usual.</p> <p>Lead or contribute to specific corporate or community projects. Contribute to corporate initiatives across the council.</p>
<b>Performance</b>	<p>Ensuring a focus on performance at Directorate and team level.</p> <p>Promote an organisational culture that empowers and motivates staff and achieves good communication, positive employee relations and effective employee development.</p> <p>Provide staff with positive leadership, guidance, coaching, direction, and motivation that harnesses the strengths and talents of individuals, achieves their maximum contribution to the organisation and promotes their personal development.</p>
<b>Budget management</b>	<p>Oversee and support senior staff to ensure financial planning enables best value for money.</p>



**Person Specification**

**Qualifications**

- Educated to degree level.
- Management or Leadership qualification such as CMI Level 5 or higher is desirable.
- Member of an accounting body listed in the Local Government Finance Act 1988.
- Evidence of Continuous and Professional Development (CPD).

**Knowledge, Skills and ability, and Experience**

**Knowledge**

Extensive knowledge of strategically planning the finances of a large organisation, ensuring compliance with legislation and that finances are planned to meet corporate objectives within a risk management framework.

Working knowledge of legislation and developments in local government finance.

Excellent understanding of good customer service.

Continuous improvement and business process redesign.

Commitment to continuing professional development and responding to emerging national policy and legislation.

**Experience**

Extensive experience of leading a finance team through all elements of a financial cycle.

Extensive experience of cultivating and implementing a high performance and cost-effective culture and governing a complex portfolio of service and technical policies delivering outcomes through structure, working methods and contracts

Extensive experience of producing factual and compelling reports, communications and business cases.

Extensive experience of successful relationship management with stakeholders; elected Members and external Partners.

**Skills and ability**

Proven track record of development of commercial business-like approaches to support services.

Proven ability to lead and manage staff in a hybrid working environment including setting clear targets and objectives and proactively managing workflow, priorities, and performance.

Ability to drive and deliver results and performance improvements.

<b>Knowledge, Skills and ability, and Experience</b>
<p>Successful track record of motivating and developing teams to deliver agreed targets.</p> <p>Managing conflicting priorities, under pressure and with ambiguity and ensuring direction is given to others to achieve objectives and goals and ensuring risk is understood and mitigated.</p> <p>Ability to confidently present to a wide range of stakeholders and remaining professional under pressure.</p> <p>Confident using technology and Microsoft applications (e.g. Office 365, Word, Excel, PowerPoint) and other service specific applications.</p>

<b>Special Requirements</b>	
<b>Emergency Planning</b>	A requirement of this role will be to attend emergency planning training. The role holder will be required to support the Council's emergency planning response.
<b>Election Duties</b>	This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.
<b>Political Restrictions</b>	<p>This role is politically restricted.</p> <p>Under the provisions of the Local Government and Housing Act 1989 ("the 1989 Act") this role is automatically classed as a politically restricted post as a 'specified post'. See Politically Restricted Procedure note for more detail.</p>
<b>Disclosure Barring Scheme</b>	This role requires a Basic DBS being undertaken prior to any contract of employment being offered. This will be re-checked every three years.

<b>Standard Terms</b>	<ol style="list-style-type: none"> <li>1. To comply with appropriate legislation, service and Council policies.</li> <li>2. All employees have responsibility under the Health and Safety at Work Act 1974. These responsibilities are laid out in the Council's Health and Safety policy and procedures.</li> <li>3. To support and be committed to the Council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults; the Council expects all staff and volunteers to share this commitment.</li> <li>4. To support the Council's equality and diversity policies.</li> </ol>
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<b>Standard Terms</b>	<ol style="list-style-type: none"> <li>5. To operate within the Council’s IT policies and data protection rules and regulations.</li> <li>6. To operate within the Council’s financial regulations.</li> <li>7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines.</li> <li>8. To participate in internal committees and departmental working parties to ensure continuous improvement as required.</li> <li>9. Any other reasonable duties as may be required from time to time.</li> </ol>
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### Competency Framework

Central to the delivery of the role are the Council’s values and behaviours and all employees are expected to work within the Council’s Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

<b>Maldon behaviours [competencies]:</b> see the framework in the Performance Review Toolkit for a full list behavioural indicator	
<b>Core Competencies – All Workforce</b>	
<b>Communicating</b>	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
<b>Managing and Leading People</b>	Providing direction and support to those we work with to ensure service excellence.
<b>Customer Focus</b>	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
<b>Planning and Managing Work</b>	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
<b>Analysis and Problem Solving</b>	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
<b>Initiative and Decision Making</b>	Taking the right action, based on what we know and being responsible for what happens.
<b>Developing Self</b>	Committed to developing own skills, knowledge and abilities to enhance capability.

## Competency Framework

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Leadership Competencies	
<b>Providing Direction</b>	Shaping a vision and environment that enables, inspires and influences others, providing them with a clear sense of direction and purpose.
<b>Collaborative Working</b>	Developing alliances and engaging effectively with partners and stakeholders for the benefit of the Council.
<b>Change Management</b>	Embracing change and continuous improvement for a more effective Council.
<b>Achieving Success</b>	Providing excellent leadership to help others perform at their best and create effective and efficient service delivery.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the Council reserves the right to amend or add to the details.

## Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the Council has to deal with the results of a civil emergency.

## How To Apply

This guidance contains important information to help with your application:

- Please apply by submitting a CV and Cover Letter (no more than four sides of A4 in length per document aligned to the person specification). Please also include your contact details.
- Please ensure your full employment history is outlined in your CV; where there are essential criteria, competencies and/or qualifications please make clear how you meet these. We may wish to verify this information during the recruitment process.
- Please provide the details of two referees. Note that we will only approach referees for candidates proceeding to final selection and only with your permission. Please clearly indicate whether we can approach each referee before the selection date.
- Please share with us in your Cover Letter the values and behaviours that you bring to your leadership, and how you will transfer your skills and experience into this role.
- Please complete the Equal Opportunities Monitoring Form when you upload your details.
- Please return your application by the closing date – no applications will be accepted once the long listing process has begun.
- Following long listing, you will be contacted directly by a Penna consultant to update you on the status of your application.
- Asking for adjustments – we’re committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to consider doing anything differently during the application, interview, or assessment process, including providing information in an alternative format, please contact us,

Please note the key dates in the recruitment process:

<b>Closing Date</b>	Midnight, Sunday 16 <sup>th</sup> February 2025
<b>Longlisting meeting (Candidates are not required to attend)</b>	24 <sup>th</sup> February 2025
<b>Technical interviews (remote, via Teams)</b>	w/c 3 <sup>rd</sup> March 2025
<b>Shortlisting meeting (applicants do not attend)</b>	11 <sup>th</sup> March 2025
<b>Final Interviews (in person)</b>	Friday 21 <sup>st</sup> March 2025

Please contact Andrew Tromans on 07805 226301 for a confidential discussion or for any information, insight or guidance about either the role or recruitment process.

To apply for this role, please visit the following link to upload your CV and Cover Letter:

[Chief Finance Officer \(S.151\)](#)