

CANDIDATE BRIEFING PACK

Director of Finance and Transformation (S151)

Prepared for Middlesbrough Council

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Penna

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Job Description

Post Title: Director of Finance and Transformation (Section 151 Officer)

Grade and Salary Scale: Strategic Director £115,997

Department and Service: Finance

Responsible To: Chief Executive

Purpose of the Post:

The Director of Finance and Transformation is the most senior financial advisor to the Council and will provide strategic and operational leadership to develop, implement and evolve the Council's strategic priorities.

Reporting to the Chief Executive, and as a member of the Leadership Management Team, you will be responsible for the direction and oversight of the finance functions and for the delivery of innovative solutions to the challenges facing local government providing improved services for residents.

Your role will be integral to the Council achieving the desired step change in both culture and approach to modernising services and responding to efficiency challenges.

Working within a complex environment, you will drive effective collaboration to deliver the highest standards of customer service across the organisation and prepare services for future challenges.

Under Section 113 of the Local Government Finance Act 1988, you will be professionally qualified with a recognised accountancy body and your role will carry the statutory responsibilities of Section 151 of the Local Government Act 1972 for the Council and the Teesside Pension Fund which gives you responsibility for the proper administration of the financial affairs of the council encompassing the totality of all financial affairs and compliance with applicable statute and associated regulations and codes of professional practice.

Duties and Responsibilities:

1. To work collaboratively with colleagues and partners to ensure delivery of the Council Plan and the strategic priorities of the Council.
2. Lead the Council's Transformation and continuous improvement programmes and drive forward the generation and delivery of ideas and plans to secure the Council's strategic priorities.
3. To ensure associated governance processes are robust and that organisational support arrangements meet the needs of the wider Council.
4. To fulfil the statutory role of Section 151 Officer and ensure all statutory reporting deadlines are met.

5. In respect of Financial Services, ensuring that the enabling services support the wider organisation in meeting corporate objectives whilst ensuring best value in the use of the council's assets and other resources, underpinned by robust financial probity through:
 - Organisational compliance with the Budget and Policy Framework, Financial and Contract Procedure Rules.
 - Ensuring the integrity and efficiency of all related financial systems, processes and data.
 - Robust and data driven financial planning budget setting, monitoring and forecasting across the organisation underpinned by effective demand and cost models.
 - Provision of a proactive and effective finance business partnering function providing effective support, challenge, analysis, advice and insight to meet the business needs of services across the organisation.
 - Integrated financial performance and reporting.
 - Robust and effective arrangements for statutory external financial reporting, treasury management and insurance.
 - Effective operation of transactional financial services including accounts payable, accounts receivable and centralised debt recovery.
 - Effective strategic commissioning, procurement and contract management arrangements and to promote Best Value across the Council in relation to such functions.
 - Effective council tax collection and business rates administration.
 - Effective benefits administration arrangements.
 - Provision of customer-centric welfare support services that are integrated with other council services supporting vulnerable residents.
 - Management of Teesside Pension Fund arrangements and the Teesside Designated Authorities Budget
 - Establishing appropriate corporate training and development arrangements for Finance staff, service staff and elected members in relation to the range of financial services.
 - Ensuring the adequate operation of an internal audit and fraud function
6. To liaise with the Programme Management Office to ensure effective arrangements are in place to ensure ownership and delivery of the Council's transformation and savings delivery plans.
7. Ensuring a robust control environment exists within the organisation and leading on all Audit matters including Audit Committee, external audit and internal audit.
8. Create and manage effective relationships and partnerships with a broad range of stakeholders, building support amongst them to deliver better public services including representing the interests of the Council on external bodies and networks.
9. To play a full role in the Leadership and Management Team alongside other directors and to actively advocate, lead and implement corporately agreed positions and initiatives.
10. To play a leading role in the further embedding of the Council's values.
11. To act as an Emergency Management Incident Co-Ordinator in the event of an emergency, including being contactable out of hours.

Corporate responsibilities

You will be an ambassador for the Council and the town and will demonstrate and promote.

- a commitment to the principles of equality of opportunity and fairness of treatment in relation to employment issues and service delivery.
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- respect all confidentiality and principles and practices of the Data Protection Act.
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- compliance with Health and Safety policies and legislation.
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- a commitment to creating a learning environment including continuous personal development through Middlesbrough learns and attendance at relevant sector events
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- a commitment to the safeguarding of children and vulnerable adults, highlighting any areas of concern with the appropriate service and adhering to the policies of the Council relating to these issues.

The above duties and responsibilities cannot totally encompass or define all tasks which may be required. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.

Person Specification

Section 1	Essential	Desirable
	X	X
QUALIFICATIONS:		
1. Educated to degree level or equivalent experience.	X	
2. Formal accountancy qualification and membership of a recognised professional accountancy body.	X	
3. Evidence of continuing professional and personal development.	X	
4. Management qualification or completion of a recognised management development/leadership programme.		X
5. Recognised organisational change and transformation qualification		x
KNOWLEDGE & EXPERIENCE:		
6. A successful background of consistent achievement at senior management level in a local authority or other large complex organisation.	X	
7. A successful track record in delivering transformation in large and complex organisations	x	
8. Evidence of establishing and leading a strong performance driven and compliant culture that involves setting and driving up standards.	X	
9. Experience of leading the successful delivery of large scale financial improvement/ financial turn-around/ organisational performance improvement in a large complex organisation		x
10. Significant leadership of the management of resources at a senior level and a successful track record of change management and strategy development.	X	
11. Experience of working within a challenging political environment and working effectively with Members.	X	
12. Experience of successful partnership working with other organisations.		X
13. Experience of the promotion of equal opportunities and diversity in both employment and service delivery within a large and complex organisation.	X	
14. An understanding of the wider, social, political and economic environment and their impact on the issues, implications and challenges facing local government.		X
15. Ability to lead and deliver a range of key organisational projects and initiatives.	X	

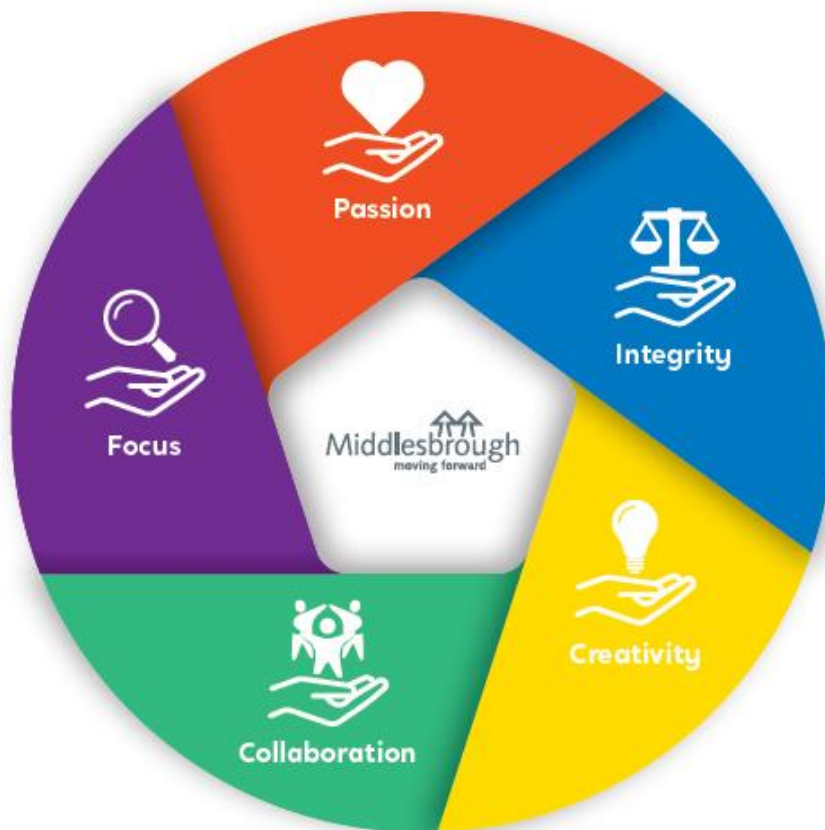
16. Be financially and commercially aware with strong analytical skills and creative approach to problem solving.	X	
17. Excellent financial planning, strategic budget management, performance management, risk management and project management skills.	X	
18. A broad knowledge of public sector service delivery including direct delivery and commissioning.	X	


For the purposes of recruitment and selection, you will be assessed against Our Values and the criterion marked as Essential/Desirable in the Qualifications and Knowledge & Experience section.

Our Values

Our Values are a critical element of our strategy to create a brighter future for Middlesbrough. They will be at the heart of everything we do and will be the foundation for how we operate, behave and make decisions. Having these values will help you be the best you can be and help Middlesbrough to grow and thrive.

Our Values



 Passion We believe in Middlesbrough and are proud to work for the town	 Integrity We are open and transparent and treat everyone with respect	 Creativity We have the courage to try new ideas and new ways of working	 Collaboration We work with others to make Middlesbrough better	 Focus We are clear about what we will deliver to meet the needs of the town
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How to Apply

This guidance contains important information to help with your application:

- Please apply by submitting a CV and Covering 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; and that where there are essential criteria, competencies and/or qualifications you 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 supporting statement, 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.
- At any point throughout the process our retained consultants at Penna will be happy to help you with information, insight and guidance about the process and our clients.

The following timetable sets out the key dates in the recruitment process:

Date	Activity
Closing Date	Midnight, Sunday 13 th October 2024
Shortlist Meeting (Candidates are not required to attend)	Friday 25 th October 2024
Stakeholder Panel Interviews	Thursday 14 th November 2024
Final Panel Interviews	Friday 15 th November 2024

To apply for this role, please click the link below:

[Director of Finance and Transformation \(S151\)](#)

For a confidential discussion about these exciting roles, please contact Julie Towers on 07764 791736, Nick Raper on 07715 690463, or Zara Bruton on 07743 980867.