

CANDIDATE BRIEFING PACK

Assistant Director of Finance (Deputy S151)

Prepared for Tameside Metropolitan Borough Council

June 2024



Penna

FIND | EXCITE | SECURE

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Welcome Letter

Dear Colleague,

Thank you for your interest in Tameside.

Are you looking for a new challenge? One that stretches you professionally and you know will really turn the dial on delivering better outcomes for residents?

Now is a great time to look at joining us...

As the lead for financial management in the authority, you will support Senior Leaders and Elected Members in setting the Medium Term Financial Strategy (MTFS), with a focus on better outcomes aligned to our new Corporate Plan. You will embed self-service and upskill the organisation, ensuring all the opportunities of business partnering are taken.

You will lead of team of around thirty finance professionals, covering business partnering and the corporate finance function. You will collaborate closely with the Assistant Director for Exchequer Services, the Assistant Director for ICT & Digital, the Assistant Director of STAR Procurement and the Head of Assurance as part of the Resources Leadership Team. You will be a crucial member of our Assistant Directors Delivery Group and attend Senior Leadership Team as and when required.

The Council is in a reasonable financial position and has the opportunity to remain so. Holding reserves for transformation and digital investments to drive transformation presents you with the opportunity to demonstrate real organisational returns on investment, underpinned by sound decision making with a fully formed awareness of risk and reward.

It is critical that you ensure the MTFS is delivered. Establishing a financially sustainable future will involve embedding our new culture of financial accountability across the organisation. This will need clear financial management balancing challenge and support; honesty and transparency; resilience, drive, and tenacity aligned to judgement. Building highly productive and positive relationships across the Council will be key.

Whilst the role needs to work across the Council as a trusted advisor and “hold up the mirror” through constructive challenge, you will have to work more closely with certain Directorates from time-to-time based on need, such as Children’s Services. You will have a significant corporate profile, licence to operate across the council and visibility across Greater Manchester, attending the GM Treasurers’ meetings on behalf of the Director of Resources as required.

You will have an evidenced record of success, but you do not need to have Local Government experience. We are looking for ability, drive and transferable skills. If you are in Local Government – brilliant – but it is not a prerequisite of the role. We need you to be strong on governance and probity, an excellent communicator who can demonstrate strong judgement at senior level and be a credible leader.

The role represents a real opportunity for someone who is looking to set themselves up as a Section 151 Officer for the future.

If you share our ambition and are looking for both a role where you can progress your career as well as a place where you can really make a difference, we want to hear from you.

If you think you have what it takes to be successful in this role, even if you don't meet all the requirements, please contact our consultants – we would genuinely appreciate the opportunity to discuss your candidacy.

I look forward to receiving your application!

Very Best Regards,

A handwritten signature in black ink, appearing to read 'Ashley Hughes', with a horizontal line underneath.

Ashley Hughes
Director of Resources
Tameside Metropolitan Borough Council

Advertisement

Assistant Director for Finance (Deputy S151)

Tameside MBC, Ashton-under-Lyne (hybrid-working)

Salary £Competitive

About Us

Now is a great time to look at joining Tameside.

Nestled between Manchester City Centre and the Peak District, we are driving regeneration across our borough.

We are now seeking a finance professional to lead our financial management teams and continue driving value for money for our residents and businesses, and to build on the improvements and transformation that have been delivered and achieved over the last 2 years.

Your innovation and drive will help us to continue improving and evolving; and our opportunities and support will enable you to make a difference and leave a positive, lasting legacy.

The Role

Reporting to the Director of Resources, you will be responsible for leading the development and implementation of the Council's financial strategy, fundamentally ensuring sustainability over the medium term.

You'll be tasked with ensuring high quality financial management, administration and stewardship throughout the Council.

This will entail:

- Deputising for the S151
- Delivering a balanced MTFS, and reviewing services to identify where savings can be delivered over the next 5 years
- Implementing a SaaS ledger system
- Leveraging the Council's investment in training and development to develop a high-performing team

And in addition, you will lead our Procurement services, where there is an opportunity to review our £4bn pa spend on services.

About You

This exciting role calls for a local government finance professional (CIPFA, CCAB or CIMA) who is ready for the next challenge in their career, or an experienced finance leader who is seeking their first role in local government.

If you think you have what it takes to be successful in this role, even if you don't meet all the requirements, please contact our consultants and/or apply. We would appreciate the opportunity to discuss your candidacy and consider your application.

Travel and workplace requirements

This role includes hybrid working, with an average requirement of two days in the office per week.

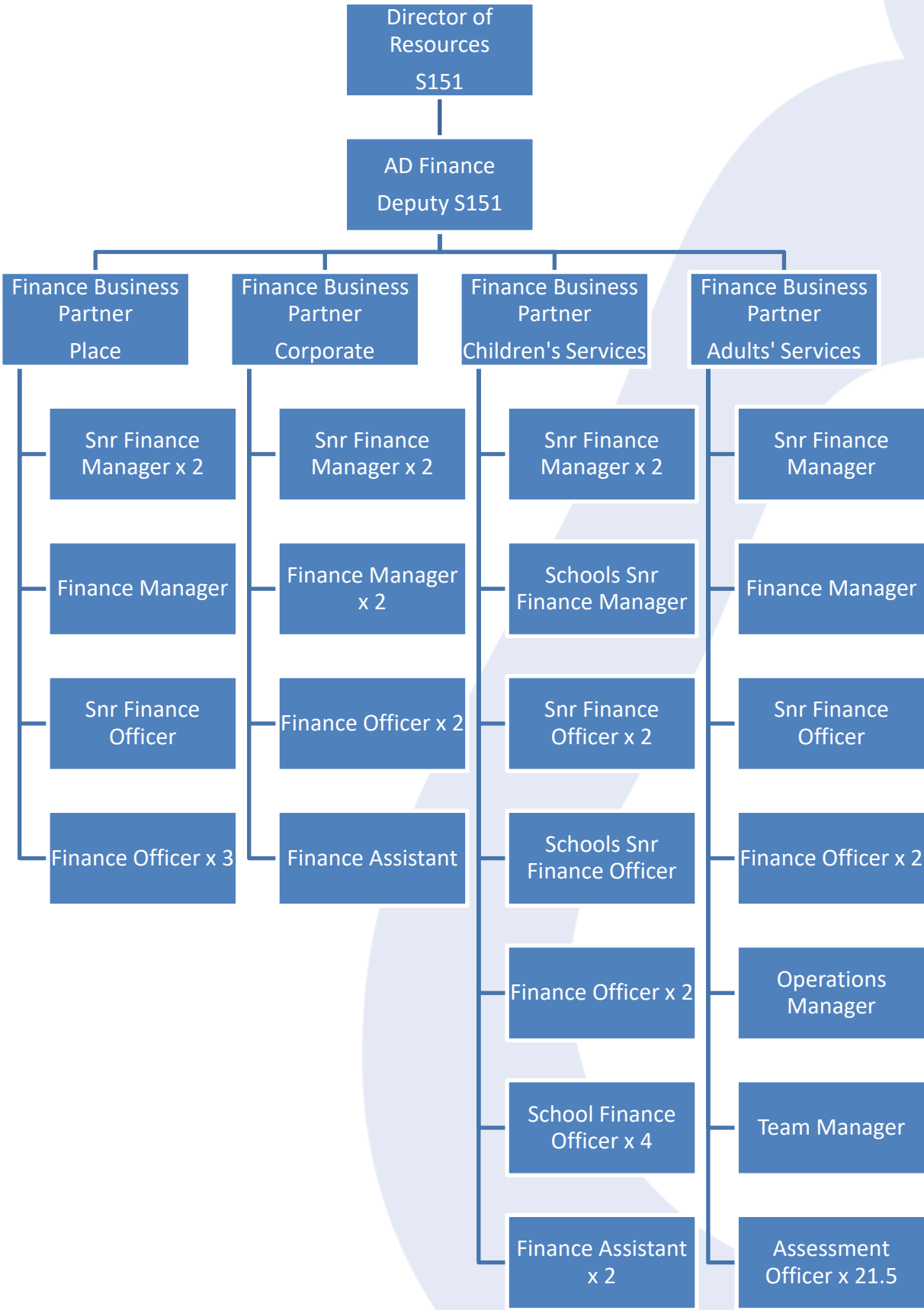
For more information and to apply

For more information about this opportunity, or a confidential discussion about your suitability, and to apply, please get in touch with our retained partners at Penna:

- Andrew Tromans – email andrew.tromans@penna.com or call 07805 226301
- Priyesh Bhadresa – email priyesh.bhadresa@penna.com or call 07548 108176

Closing date: 28th July 2024

Structure Chart



Job Description & Person Specification

Job Title:	Assistant Director of Finance (Deputy S151 Officer)
Directorate:	Resources
Grade:	SMT1
Location:	Flexible work base. Main offices are - Tameside One, Market Place, Ashton-Under-Lyne, OL6 6BL
Accountable To:	Director of Resources
Accountable For:	Financial Management & Procurement
Working Pattern:	36 hours per week – some occasional evening and weekend working may be necessary.
Any Special Conditions of Service:	This post is subject to political restriction in accordance with the provisions of the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990.

PURPOSE & OBJECTIVES OF THE ROLE

Purpose

Support the Director of Resources in ensuring high quality financial administration and stewardship throughout the Council.

As a member of the Resources Leadership Team, work with the Director of Resources, Assistant Director of Exchequer, Assistant Director of ICT & Digital and the Head of Assurance, Members and senior officers to develop the vision and values for Tameside and to be responsible for the delivery of that vision through sound financial management in the Council.

Accountabilities

- Lead in the development and implementation of the Council's financial strategy, fundamentally ensuring sustainability over the medium term.
- Direct and lead a portfolio of services, ensuring the development of strategies, policies, targets and objectives that deliver Tameside's strategic, operational and financial requirements and meet all necessary regulatory and legislative requirements (including any assigned regulatory designations).
- The on-going development and co-ordination of the corporate financial framework, including the medium term financial strategy, to enable the Council to prioritise and utilise its financial resources to the greatest effect and ensure activity and process comply with professional standards, Government regulations and legislation.
- Actively contribute to the formulation and implementation of the Council's strategies and objectives as a member of Tameside's leadership team.

- Work with Council Members, strategic directors, partner organisation and stakeholders to identify and address issues impacting on Council Services, residents and service users.
- Ensure the capability to change is enhanced and innovation is encouraged including in the design of service delivery through partnership and other relationships internally and externally
- The delivery of a responsive service to provide financial advice and guidance to management teams and budget managers across the Council.
- Supporting an effective Audit and Risk Management function that ensures robust controls are in place to protect the Council's resources.
- Responsible for setting the framework and strategy within which financial management operates.
- Lead the Council's Budget Monitoring process in order to deliver accurate and timely intelligence to Members and Chief Officers.
- The delivery of a responsive service to provide financial advice and guidance to management teams and budget managers across the Council.
- The on-going development and co-ordination of the corporate financial framework, including the medium term financial strategy, to enable the Council to prioritise and utilise its financial resources to the greatest effect and ensure activity and process comply with professional standards, Government regulations and legislation.
- The delivery of robust and efficient financial systems, processes and policies in place supported by effective training and the provision of guidance to budget managers and system users.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Director of Resources.

Financial Responsibilities

- To support the Director of Resources in the discharge of the statutory responsibilities under Section 151 of the Local Government Act and Section 114 of the Local Government Finance Act relating to the administration of the financial affairs of the Authority.
- To ensure an effective system of financial controls are in place across the organisation together with adequate review within the annual internal audit plan.
- The delivery of robust and efficient financial systems, processes and policies in place supported by effective training and the provision of guidance to budget managers and system users.
- The delivery of an efficient and effective accountancy and treasury management services that enable financial resources to be accurately recorded, monitored and controlled whilst maximising the benefits of reserves and ensuring the Council's cash flow is sufficient to meet all payments due.
- To ensure the delivery of the Statement of Accounts for the Council, Pension Fund and any other entities within the required timescales without material error or misstatement.
- To monitor the Council's compliance with relevant legislation, statutory duties and Council policies and regulations.
- For services he or she is responsible for, to forecast income and expenditure.
- Liaise with internal and external audit to commission and respond to audit reviews and ensure that the action plans are implemented within agreed deadlines.
- Ensure value for money is achieved across the Council.
- Take ownership of and provide mitigating actions for any risks for the service.

Strategy & Policy Development

- Lead in the development and implementation of the Council's financial strategy, fundamentally ensuring sustainability over the medium term.
- To work with Members and the Senior Leadership Team to define the organisations strategic plans and support their implementation through the strategic deployment of the Council's resources.
- To interpret, respond to and shape policy guidelines for Financial Management.

- To lead on the development of service plans and improvement plans for the area of responsibility ensuring they are conducive with the strategic direction of the authority.

Performance and Customer Focus

- To ensure that outstanding customer service is being delivered on a day-to-day basis for all services within the remit of the role including any outsourced elements.
- Be responsible for self-assessing against key lines of enquiry in external financial inspection regimes, and developing and monitoring improvement plans.
- To act as the Tameside officer on the STAR Procurement Board, supporting the Council's nominated Member on the Joint Committee to ensure high quality procurement activity is delivered.

Leadership and Management

- To provide strong, visible leadership and professional oversight for finance functions across the organisation.
- Ensure a high quality finance service, working within professional guidelines and standards.
- Ensure STAR provide a high quality procurement service, working within professional guidelines and standards.
- Conduct consultation and engagement sessions with senior officers, members, and public as relevant to policy developments.

Flexibility

- Work with a degree of flexibility required to perform work not specifically referred to above although falling within the scope of the post at the appropriate grade.

Health and Safety

- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk.

The Council's Commitment to Equality

- Deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

Qualifications Required

Type	Level required
Professional qualifications/ Memberships	<ul style="list-style-type: none"> • Full member of CCAB body or CIMA (preferably CIPFA) with significant post qualification experience – Essential
Management	<ul style="list-style-type: none"> • Recognised management qualification (desirable)
Education	<ul style="list-style-type: none"> • Educated to degree level or equivalent - Desirable • Post graduation qualification (eg MBA, Masters degree) – Desirable

Technical / Knowledge Requirements

- Significant senior strategic management experience, including translating organisational drivers into strategic objectives, longer term plans, new ways of working and specific outcomes, for a portfolio of services in a large public sector organisation (preferably local government).
- Proven ability to manage a wide variety of activities across a range of professional areas of expertise and oversee their achievement of the organisations strategic goals.
- Extensive knowledge of the major issues facing local government.
- Extensive and comprehensive knowledge and understanding of the national policy context, requirements and future direction for relevant service areas.
- Proven track record of accountability for significant budgets and ensuring the delivery of services within agreed resources.
- Proven ability to drive through and deliver effective performance management within own organisation and understanding of the performance management process in partnership arrangements.
- Significant experience of creating, leading and sustaining partnerships both internally and externally to achieve shared objectives and synergies.
- Experience in persuading a wide range of stakeholders to work together, encouraging an organisational focus on the needs of the community.
- Authority and credibility to work effectively in a political environment and establish positive relationships with Members.
- Excellent interpersonal and communication and presentation skills, with proven ability to communicate effectively to a wide range of audiences both horizontally and vertically throughout the organisation.
- Proven track record of operating strategically to identify, initiate and oversee corporate projects and policy development.
- Demonstrate high ethical standards personally and professionally, acting with integrity, being reliable, trustworthy and leading by example.

Behavioural Competencies

Competency	Key Requirements
PERSONAL EFFECTIVENESS	
Communicating and Influencing	<ul style="list-style-type: none"> • Ability to clearly communicate with and influence Members and Chief Officers • Delivers professional and persuasive presentations to large internal and external groups. • Ability to develop effective relationships with internal and external partners at senior levels, to secure results • Strong interpersonal skills and able to challenge, support, influence and engage senior management and peers. • Strong influencing and negotiation tools and techniques to achieve positive outcomes for the Council.
Respecting Others	<ul style="list-style-type: none"> • Champions a culture that values equality and diversity, and ensures these are built into the delivery of services
Striving for Excellence	<ul style="list-style-type: none"> • Demonstrates a high level of personal drive and energy that sets an example to others • Fosters a dynamic, achievement orientated culture
Political awareness	<ul style="list-style-type: none"> • Ability to work effectively in a political environment and establish positive relationships with councillors, senior managers, staff, external partners and interest groups in a way that establishes confidence, credibility and trust.
Analytical skills	<ul style="list-style-type: none"> • Highly developed problem solving and analytical skills. • Ability to analyse data identify current and future trends to produce meaningful reports around supplier performance. • Ability to interpret reports in order to produce findings and recommendations for actions/areas of improvement
LEADERSHIP	
Setting Direction	<ul style="list-style-type: none"> • Lead the organisation in regard to all financial matters • Ensures there is a culture of continuous improvement and responsiveness to change • Promotes a vision for the future that inspires others
Managing Performance	<ul style="list-style-type: none"> • Significant managerial experience with a track record of high performing teams • Experience of developing and implementing commissioning frameworks in a multi-disciplinary and partnership environment.
Developing Talent	<ul style="list-style-type: none"> • Promotes a culture that values continuous personal and professional development
Change management	<ul style="list-style-type: none"> • Track record of supporting transformational change in a complex organisational environment.

Project management	<ul style="list-style-type: none"> • Effective user of consultancy and project management tools and techniques.
WORKING IN PARTNERSHIP	
Team Working	<ul style="list-style-type: none"> • Work collaboratively with SLT and Members • Creates a positive team spirit where team members work together to achieve shared goals • Constructively uses conflict as an opportunity to generate innovative solutions
Cross-Tameside Working	<ul style="list-style-type: none"> • Identifies opportunities for co-operation and interdependency across Directorates and Service Units • A solid understanding of the relevant legal, commercial, political, operational and social community aspects of a similar diverse and complex environment.
External Partnership Working	<ul style="list-style-type: none"> • Practical evidence of developing and maintaining good working relationships with a wide range of customers/stakeholders, developing a positive personal and organisational profile and building partnerships

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	28 th July, 2024
First Stage Interviews	1 st – 2 nd August [TBC]
Final Interviews	TBC

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

<https://execroles.penna.com/apply/028ee6d3-186c-4f27-9fb0-1c089a161862>

For further information or confidential discussion, please contact Andrew Tromans on 07805 226301 or Priyesh Bhadrassa on 07548 108176.