

Job Description



served by One Team

Job Title	Director -Finance & Section 151 Officer	Post No	SELCP002
Job Grade	SELCP - Director and DCX	Location	Horncastle /Boston/Spalding
Reports To	Chief Executive (Head of Paid Services)		
Portfolio Responsibility	Section 151, Finance, Audit & Revenues and Benefits		

Nature of the Position

This position is a shared management role within the South and East Lincolnshire Council Partnership (SELCP) and forms part of the S113 agreement between the participating partnership Councils in accordance with the Memorandum of Agreement 1st October 2021.

The Director will support the Chief Executive and provide strategic leadership for the Councils locally, regionally and nationally ensuring the transformation and delivery of the South & East Lincolnshire Corporate Partnership priority outcomes.

The postholder is expected to provide excellent leadership to the Assistant Directors and wider council workforce and have high levels of financial and commercial acumen to oversee core services and make the SELCP a modern, sustainable organisation that delivers high quality services and improved outcomes. The Director will work closely with the elected members and partners of the SELCP Councils.

As the Council's statutory **Section 151 Officer**, the Director of Finance is responsible for the proper administration of the Council's financial affairs. This strategic leadership role oversees the Finance, Audit, and Revenues & Benefits functions, ensuring robust financial governance, value for money, and the delivery of high-quality services to residents and stakeholders.

Key Tasks

- To be a Deputy to the Chief Executive and Head of Paid Service
- To deliver the Councils visions in line with the priorities set by Elected Members and the communities that the Councils serve.
- To deliver a wider transformation agenda to improve the efficiency and the performance of the Councils locally, regionally and nationally.
- To work effectively with Elected Members, and the shared Corporate Management Team developing and implementing plans and strategies that meet the SELCP current and future needs.
- To provide leadership for SELCP and work with other key partners to ensure that broader community working is focussed on meaningful strategic plans and priorities.
- To support the Chief Executive in driving forward the corporate strategies and transformational agendas set by Cabinet/Executive Board. Ensuring the delivery of high quality, value for money, services.
- Lead a portfolio of services achieving improvement, cost effectiveness and high quality service delivery for our residents.

- To act as the focal point along with the Chief Executive in partnership working with the recognised trade unions.

Key Accountabilities

Strategic Leadership:

- To be the lead for the SELCP for the delivery of the transformation and improvement opportunities across the partnership and in partnership with other councils and external partner organisations.
- Lead the financial strategy and planning for the Council, aligning with corporate priorities and the South & East Lincolnshire Councils Partnership.
- Provide expert financial advice to the Chief Executive, elected members, and senior leadership.
- To be responsible for the development and implementation of the, Medium Term Financial Strategy, for the SELCP.
- Proactively lead the Council's financial preparedness and strategic input into potential Local Government Reorganisation (LGR), ensuring financial resilience, scenario planning, and effective transition management.

Corporate Accountability

- Full responsibility under Section 151 of the 1972 Local Government Act for the proper administration of the Council's financial Affairs
- Lead the audit function, ensuring compliance with best practices and regulatory standards.
- Support the 3 Councils Audit & Governance Committees and ensure effective risk management and internal control frameworks.

Working as a Partnership

- To enable the SELCP to achieve its baseline principles
- The ability to work together to respond to and address shared and common challenges and opportunities at a local, corporate and sub-regional level across the south east region of Lincolnshire;
- To realise a combined financial opportunity of up to £42m if all service integration opportunities are embraced;
- To build on the existing and successful Public Sector Partnership Services Ltd (LATCo) relationship and improve service effectiveness and efficiency;
- An opportunity to improve service delivery and resilience across the partnership;
- The sharing of expertise across the partnership;
- The chance to create additional capacity and increased resilience to do more for our communities;
- A stronger voice locally, regionally and nationally through the creation of a South East Lincolnshire Councils Partnership identity;
- To cement a solid foundation of partnership working ahead of the potential for devolution and local reorganisation;

- The increased opportunity to secure external funding to enable the future prosperity for our communities; and
- Greater career development opportunities for our workforce.

Strategic Management

- To support the Chief Executive, as part of the shared Senior Leadership Team, in setting the vision and strategic direction of the SELCP.
- To work with the shared Senior Leadership Team and relevant Cabinet/Executive Board Portfolio holders to define and develop the Corporate Plan(s) and associated action plans and the Annual Delivery Plans.
- To take individual and collective responsibility for SELCP's corporate and strategic management.
- To promote effective partnership working with a wide range of partners and stakeholders in the public, private and voluntary sectors.
- To develop, promote and communicate the corporate vision and key developments to partners and stakeholders.
- Connecting the vision to action and provide clear accountability to all levels.
- Provide the managerial leadership and vision that will enable the development and implementation of innovative, flexible and community focussed approaches to service delivery.
- To sponsor corporate programme boards; developing strategy and policy; implement programmes and projects to improve service delivery.
- To ensure Members of the councils are supported in their leadership and community roles.
- To deputise for the Chief Executive as requested and in specific roles as determined by the Chief Executive

Service Quality and Performance Management

- To ensure through effective liaison with the shared Senior Leadership Team colleagues that services are planned and delivered in full compliance with the Council's policies and standards.
- To lead and encourage cross boundary working so as to provide the most effective services possible for the SELCP Councils residents and partners, and ensure it plays a full part in local, regional and national activities.
- Contribute proactively to the production, maintenance and monitoring of key corporate documents e.g Corporate Strategy and the Annual Delivery Plans
- Ensuring services are delivered around the needs and choices of individuals and the wider community, are targeted on improving outcomes and are provided in a culturally sensitive way.
- Monitoring effectiveness and efficiency by setting and monitoring performance targets that reflect corporate priorities.
- Ensure that the SELCP partnership complies with the benefits of its procurement, purchasing and commissioning arrangements, and that there are robust arrangements for supervising contracts, where services have been outsourced or commissioned from another agency, and monitoring the quality and timely delivery of those services.
- Ensure that strategies for improving services are in place.
- Ensure there are clear and appropriate accountability arrangements in place to scrutinise the work of services.
- Ensure there are systems in place to deal with poor performance by SELCP provided services and those provided by partners, contractors and other agencies.

- Ensure information requested by the Government, regulatory bodies and other national agencies is provided.
- To initiate new strategies and practices.
- To be accountable for ensuring compliance with the highest standards of Health and Safety.

Resource Management

- Provide leadership to oversee, monitor, review and develop the performance of Assistant Directors with the Directorate so as to ensure that there is a positive contribution to the organisation corporately consistent with its vision and key developments. Motivate teams by leading by personal example.
- Encourage team working across the structure, by leading the development of cross-departmental and corporate working to improve the capacity and ability to deliver.
- Ensure resources within the portfolio of services are managed and deployed effectively.
- To seek to encourage staff development with the portfolio of services in order to maximise staff potential.
- Collaborate across the South & East Lincolnshire Councils Partnership to drive shared service efficiencies and innovation.
- To plan for and undertake particular duties as required in the event of any emergency under the direction of the Chief Executive.

Partnership Working and Communication

- Identify and develop internal and external partnerships, to ensure there are clear and effective arrangements in place to support joint planning, monitoring and delivery of services.
- Shape strategic plans in close consultation with lead members and partner organisations in a cost effective and time efficient manner to ensure delivery of key target.
- Work actively with the stakeholders and partners within the Councils, the SELCP communities, regionally and nationally.
- Harness the potential contribution of the private, community and voluntary sectors.
- Ensure that service users and the community are involved in the planning, design and provision of services.
- Enhance the image and impact (internally and externally) of the S&ELC partnership councils by developing and implementing effective communications.
- Ensure all information about services available is effectively communicated to current and potential service users.
- Represent the Council in regional and national finance networks.

Corporate Tasks

- Maintain effective treasury management and investment strategies.
- Oversee the preparation and monitoring of the Council's revenue and capital budgets.
- Ensure the production of accurate and timely financial reports, including the Statement of Accounts.
- Write reports for Members, the shared Senior Leadership Team and partner working groups to consider on issues relating to the area of responsibility function.

- Contribute to the performance of the service through business planning mechanisms, performance review and team meeting processes.
- Support the shared Senior Leadership Team in making sure functions offer a customer focused service and strives to be innovative in its search for continuous improvement.
- Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.
- Attend meetings as required (you will need to be flexible in working hours recognising the roles and responsibilities).
- Comply with the Council's Constitution and policies.
- Perform any other relevant activities decided by the Chief Executive commensurate with the role.

General

- The job description is intended to serve as an indication of the character and general level of the post. The activities are not in order of priority and they should not be considered as final or exclusive.
- The list may be changed depending on the operational circumstances of the Councils.
- As an employee of South Holland District Council, Boston Borough Council or East Lindsey District Council you must comply with the Health and Safety policies and attend the compulsory Health & Safety training as and when requested.
- You will be required to undertake any necessary training to enable you to perform your duties effectively.

Information Security & Data Protection

- You will be required to make yourself aware of, and work within, the General Data Protection Policies. Employees must ensure that functions are delivered in a manner compliant with the requirements of the General Data Protection Regulation 2018 and any other legal or professional standards of confidentiality and propriety.
- Employees are individually responsible for any information in their care whether computerised or manual.

Equal Opportunities

- The post holder must carry out their duties with full regard to the Councils Equal Opportunities policy.

Safeguarding

- It is everyone's responsibility and all employees are required to act in such a way that always safeguards the health and wellbeing of children and adults at risk. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training.

Health & Safety

- The post holder must ensure that their duties are delivered in a manner compliant with corporate (and legal) health and safety policies and procedures. All employees must familiarise themselves with and comply with the organisations, and their departmental, health and safety policies including departmental procedures and safe systems at work.

Conduct

- The public are entitled to expect the highest standards of conduct from all employees who work for Local Government and that their conduct should never be influenced by improper motives. Employees should always remember the responsibilities to the community they serve and ensure courteous, efficient and impartial service to all groups and individuals within the community.
- Employees are required to follow the Councils Contract Procedure rules and Financial Regulations in any financial transactions and other dealings on behalf of the Council. Employees should be aware of the content of the Code of Conduct and ensure that they always act within the Code.
- If the post holder does not understand how the above clauses affect them, they must ensure they seek clarification from their line manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities regarding GDPR, Equal Opportunities, Health & Safety and Safeguarding.

Additional Information

This role is politically restricted and subject to enhanced DBS clearance.

The postholder will be expected to work flexibly, including attendance at evening meetings across all 3 Councils as required

Internal Relationships	External Relationships
<ul style="list-style-type: none">• Shared Senior Leadership Team• Shared Corporate Management Team• Group Managers & Service Managers• Members and Officers of the Councils	<ul style="list-style-type: none">• Finance and Revenue and Benefits team in LATCo• Auditors• External Partners• Local Town and Parish Councils• Recognised Trade Union Representatives• Statutory Agencies

Person Specification & Selection Criteria	Essential (E) or Desirable (D)	Application (A) Interview (I)
Education & Training		
CIPFA or CCAB qualified accountant	E	A
A recognised management qualification (or equivalent)	E	A
A higher degree / professional qualification in a related area	D	A
Experience		
Significant experience in serving at a senior, executive level in a large complex organisation	E	A/I
Experience of working with local councillors, MPs, and external partners in the public, private and voluntary sectors	E	A/I
Leading a large complex organisation that delivers excellent and efficient services to customers	E	A/I
A proven track record of the effective delivery of major transformation in a challenging environment	E	A/I
Experience of creative and innovative thinking enabling empowerment of others through leadership	E	A/I
Strong understanding of local authority financial frameworks and statutory responsibilities and financial management with a proven track record of managing complex budgets and strategies around prudent financial management	E	A/I
Experience of building strong partnerships and cross sector working	E	A/I
Successful track record of influencing, negotiating and providing balanced professional advice and guidance to, and working productively with, senior decision makers in a complex political setting	E	A/I
A demonstrable track record in effective people / team leadership with clear related skills of listening, influencing and consulting built into their management style	E	A/I
Experience and knowledge of significant strategic areas of work within the identified portfolio	E	A/I
Ability to work with senior managers to develop innovative solutions whilst maintaining continuity of services through setting clear goals and targets	E	A/I
Evidence of providing the impetus for progressive, continuous improvement across service areas	E	A/I
Experience of leading, inspiring and motivating a range of diverse professional groups of staff to achieve progressively higher standard of service delivery, service improvements and cost reductions within challenging organisational circumstances	E	A/I
Experience working within a shared service or partnership Environment	D	A/I
Knowledge		
Demonstrable and extensive knowledge of the issues and developments affecting local authorities in England, and the regulatory and statutory framework within which they operate.	E	A/I
Vision & Leadership		
A visionary and inspirational leader, able to lead from the front and focus on the delivery of high quality, effective services	E	A/I

A demonstrably high achiever with high level analytical skills	E	A/I
A demonstrable change leader, successfully engaging management, teams, and other stakeholders	E	A/I
Excellent and proven financial management and control skills , responding effectively to changing priorities	E	A/I
Excellent and proven financial management and control skills , responding effectively to changing priorities	E	A/I
Be able to demonstrate underpinning personal values, attitudes and behaviour and a proven track record of commitment to local government	E	A/I
Excellent people management skills	E	A/I
A clear strategic thinker, able to manage a complex range of functions and competing priorities to ensure the direction of the SELCP	E	A/I
Able to demonstrate the ability to think laterally, beyond traditional boundaries	E	A/I
To have a personal style that enables the corporate management team to develop their skills	E	A/I
Personal Impact		
A visible and engaging leader, who works positively with elected members, staff, local businesses, public, private and voluntary sector partners	E	A/I
A motivated individual committed to the ethos of modern local government, with the drive to define and articulate clear goals and inspire others to achieve	E	A/I
Approachable and able to put people at ease	E	A/I
A credible and charismatic leader with integrity, who is able to gain the confidence of members and staff as well as partner organisations	E	A/I
Able to work in a political lead environment and define clear lines of responsibility and operating within the governance structure of the Councils	E	A/I
Communication Skills		
Excellent communication and presentational skills with the ability to communicate messages to a variety of audience and under pressure	E	A/I
Competencies		
Organisational Awareness	E	A/I
Effective engagement and communication	E	A/I
Customer focus	E	A/I
Team work	E	A/I
Continuous Improvements and Quality	E	A/I
Supporting and Developing Staff	E	A/I
Leading and Managing Change	E	A/I
Commitment to equal opportunities	E	A/I
Adaptability	E	A/I
Ability to use political judgment and sensitivity	E	A/I
Flexible to demands of the post e.g. out of hours work; dealing with aggrieved and agitated people	E	A/I
Balanced approach to enforcement and business activities	E	A/I

Possession of a driving licence or means of travel	E	A/I
Innovative	E	A/I
Open minded to alternative forms of service delivery	E	A/I

Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role. Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements

Author	PSPS	Completion Date	May 2025
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