



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

Job Description

Job Title:	Director of Resources
Reporting to:	Chief Executive
Contract:	Permanent, Full time
Hours:	37 hours per week
Location:	Chippenham Town Hall
Salary:	£48,138 - £51,832 per annum -National Joint Council, Spinal Column Points 52 - 55 + Essential Car User Allowance £1,239
Responsible for:	Business Support Manager, Finance Manager, Customer Services Manager & Democratic Services Manager and outsourced services such as HR/Internal Audit & ICT.

Other Primary Relationships:

- Line Managed by the Chief Executive
- Serves as a member of the Corporate Management Team (CMT).
- All Service Sections Heads and advisor to all Council Members; committees etc.
- Outside the organisation: works with the auditors, accounting consultants, Wiltshire Local Government Pension Scheme, Wiltshire Council and other organisations as required to further the aims and objectives of the Council.

Main purpose of role:

As Chippenham Town Council's designated Responsible Finance Officer RFO and Section 151 Officer.

As a member of Council's Corporate Management Team, the Director of Resources is responsible for the management and proper administration of all the Council's financial and other resourcing affairs and shall be expected to operate at a corporate and strategic level.

Main Duties and responsibilities

- To deliver the Council's aims and objectives set out in the Strategic Corporate Plan 2018 - 2022 Plan.
- Provide high-level support and advice to the Chief Executive and Councillors.
- Effectively lead and motivate teams under their section to continually improve performance, by being approachable, supportive, and demonstrates integrity, fairness, and high personal and professional standards, providing clear guidance, leadership and vision.
- To actively foster and develop positive relationships with all local and regional partners, including the voluntary, private sector and local business as well as other statutory bodies acting as an "Ambassador" for the Council and to promote its interests and activities

- Develop a pro-active financial strategy that reflects the changing approach to public service funding, identifying future opportunities to develop revenue and planning on self-financing to secure a financially viable future for services to residents.
- Strategically assess progress in other organisations/companies to ensure that the Council maintains a modern and best practice approach to improvements, including value for money, commerciality and a culture of continuous and ambitious business improvement.
- Assist in the communication of the Council's vision and priorities both internally and externally, promoting high levels of awareness and understanding of the aims, objectives and values of the Council and its achievements.
- To develop the Councils treasury management service including managing the Councils borrowings and investments ensuring the treasury management practices comply with legislation & best practice.
- Ensure compliance with the provisions of the Accounts and Audit regulations, Local Government Act 1972 and standards set by the Chartered Institute of Public Finance and Accountancy.
- To liaise with Internal Auditors and External Auditors as required on matters relating to accountancy/financial practices.
- To develop and ensure continuous improvement of the Council's strategic approach to procurement and contract arrangements.
- Ensure that continuous improvement, value for money and best value are delivered by challenging existing practices, setting targets for improvement and intervening as appropriate
- Ensure that the financial affairs of the Council are managed in an efficient, economic and cost-effective manner
- Overseeing and assisting with day to day financial management, including:
 - budgeting, accounting, audit, reporting and internal controls
 - insurance, tax, payroll and superannuation
 - treasury strategy, an annual Statement of Internal Control,
 - Managing internal systems, processes and reporting to ensure the Chief Executive is continuously aware of the Councils financial position.
 - Providing financial information and support to project managers, including project accounting and reporting, administration of leases and contracts with third parties, and contract-related client relationship management
- Governance and transparency in the sector. Managing processes/structures relating to corporate governance such as:
 - leading on risk management for the Council
 - advising on legal issues, with support from solicitors, HR consultants as appropriate
 - providing support, to the Council, including preparation of documents and reports, attending and facilitating Council and Committee meetings.
- In conjunction with colleagues, developing, maintaining and implementing policies and processes in areas of responsibility, such as finance, HR, IT security, risk management, data protection and security, business continuity, contracts and leases, premises.
- To participate in any performance review processes and undertake any training and development in support of your role, as required.
- To attend staff meetings as reasonably required by the Council in connection with duties of the post.
- Undertake such other duties as may be reasonably required within this post to support the operational needs of the service area and Council, including covering for other members of staff during holidays, sickness absence etc.
- Maintaining business continuity and during any civil emergencies
- Commitment to Health and Safety at Work, compliance with all HR Policies and procedures, including the Data Protection (GDPR 2018) Policy

Special conditions of the post

- The post will be subject to the Local Government [Political Restrictions] Regulations.
- There will be requirement for regular evening and weekend working to attend meetings of Committees, Sub-Committees, Working Groups, Civic Events, conferences and courses as necessary.
- Travel around the town, county and region is expected.
- This post is subject to a Standard Criminal Record Bureau's disclosure.

This document is subject to review to reflect any changing operational needs of the service and the Council. This job description summarises the major responsibilities of the post. It is not intended to exclude other activities or future changes to the post holder's responsibilities.

Person Specification

Education, Qualifications and Knowledge

- Educated to degree level or equivalent
- Possesses a formal Accountancy qualification, such as CIPFA
- Management qualification or evidence of substantial management training
- Knowledge of current and future issues facing the delivery of local public services
- Awareness and expertise in legal, insurance and risk matters and knowledge of legal and personnel issues
- Understanding of local government finance and the Accounts and Audit Regulations
- Knowledge of how local authorities or other large organisations operate
- Knowledge of Sage and RBS Omega Accounting Software
- Awareness of key issues facing Local Government

Skills and Experience

- Management accounting experience including budgeting, forecasting, monthly reporting
- Proficiency in financial accounting & reporting, including external statutory reporting and audit
- Proven ability for implementing and monitoring financial controls
- High degree of IT literacy, with a good knowledge of MS Word, Excel (or similar databases) and Outlook
- Clear written and verbal communication and negotiation skills, including excellent report writing and presentation skills
- Experience of systems implementation
- Ability to identify critical drivers and the implications of complex issues acting accordingly applying creative and innovative thinking
- Demonstrates a strong and enthusiastic personal leadership style which inspires confidence in staff, partners, residents and stakeholders
- A high level of commercial awareness and business acumen
- Have experience of motivating & developing teams - including performance management and appraisals

- Ability to drive forward improvement programmes both with staff and the Elected Members
- Ability to work with a high degree of initiative and independence prepared to take difficult decisions and risks when appropriate
- Ability to influence and win the support of others within the Council and externally
- Have excellent planning, organisational and time management skills
- Be resilient and able to work well under pressure, prioritise a heavy workload and work both reactively and pro-actively
- Change management experience
- Ability to identify and implement effective financial management systems.

Personal qualities, behaviours and attributes

- Ability to build effective working relationship with all
- Remains calm under pressure and can prioritise workload and operate with limited supervision, working to tight time constraints, while being decisive and confident
- High level of attention to detail and effective organisational skills
- Works collaboratively, while motivating and Leading their teams
- Manages team's performance including managing poor performers and disciplining where appropriate
- Respect for confidentiality and compliance with the principles of data protection
- Positive attitude and self-motivated
- Able to deal with a range of people in a professional and courteous manner
- Good team worker, but also able to work on own initiative
- Have a high degree of integrity, tact, diplomacy and corporate spirit
- Thinks strategically
- Resilient, tenacious and outcome focussed

Equal Opportunities

Chippenham Town Council aims to be an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender or marital status.