



Director of finance (section 151)

Salary: up to £107,000 pa (plus pay award pending)

Directorate: Resources

Reports to: Executive director of resources

*The salary quoted includes a potential market supplement of 15%, which is payable dependent on external market pressures



Contents

- 01 This is us and our city
- 02 What you'll be doing
- 03 Important things about you
- 04 Your responsibilities
- 05 Our offer
- 06 Equality, inclusion and diversity
- 07 How to apply
- 08 Organisation charts



01 This is us and our city

We are at the start of something that has the potential to be incredible, we are deeply passionate about our city, and we want to be a place where it is normal to have the audacity to be ambitious for our city and ourselves.

Our city is unique and amazing, our people are talented, and our members are committed – we are looking for leaders who want to work with us to shift the DNA of the council into a modern organisation able to adapt to the changing needs of our residents, communities and businesses.

The diversity of the city and our workforce gives us the opportunity to be distinctive, exceptional and a place where you can truly bring your whole self to work. Our customers come from all walks of life and so do we. We are looking to hire people who share our excitement to make our unique city an amazing place for the decades and generations to come.



02 What you'll be doing

You'll be a key part of our strategic leadership team, co-leading and co-creating how we become a vibrant and modern organisation in a historic city.

You will be the chief financial officer and section 151 officer and be leading the council's thinking and work to maximise the council finances.

Central to your role will be enabling us to truly maximise how we use our resources – finances, collaborative partnerships and funding streams to deliver the best outcomes for our residents and the city we love.

This role will play a key role in our desire to be a modern council, developing thinking about our 'why' and weaving this into the very fabric of how we view and manage our financial resources, our approach to risk and leading our revenue and benefits. Working alongside members and colleagues to take a collaborative and whole organisation approach to leadership, you will lead:

- Finance
- Audit and risk
- Revenues and benefits

Working collaboratively with your senior leadership colleagues, you will be involved in the development and leadership of the council strategies and the leadership of their delivery.

03 Important things about you

- You have a breadth of experience in leading functions to achieve outstanding results within complex organisations.
- You will have extensive and in-depth technical knowledge of local government financial accounting and budgeting including leading practice and statutory reports requirements
- You can demonstrate success in leading transformational change and shifting organisational cultures.
- You foster personal collaboration that breaks through traditional hierarchies and structures, building trust and credibility that enables the delivery of strategic outcomes that cut across organisational boundaries.
- You innovate and enthuse colleagues and teams across the council to be ambitious, think laterally and focus on operational excellence.
- You model and build an environment of openness, inclusiveness and integrity, maximising diversity and creating strong and effective working relationships with members, colleagues, partners and stakeholders.
- You can think differently about our financial resources to continue to evolve and shape our purpose, our priorities, and impact as a council.

03 Important things about you

- You relish in ambiguity, are a strategic thinker and sense maker. Building confidence in others to navigate complex strategic issues to design strategies and approaches that understand these dynamics to deliver successful outcomes.
- You achieve through being a leadership coach – seeing all interactions as an opportunity to reflect and develop - both for self and others.
- Your approach and progressive thinking about how to lead audit, risk and revenue and benefit services links to aspiration to being a modern council.
- You effectively combine a deep understanding of local democracy with an ability to develop trust, confidence and highly effective working relationships with members.
- And ultimately ...lead in an audaciously ambitious way for our people, our city, our communities and our businesses.



04 Your responsibilities

Being director of finance

- Provide the leadership and direction for the finance, audit and risk and revenue and benefits functions. Leading people to be brilliant to deliver our ambitions and outcomes for the city.
- Hold the statutory role of s151 including delivery oversight of all aspects of the legal duties in relation to reporting and financial management throughout the council.
- Being s151 office provide assurance that annual budgets including revenue and capital programmes are set based on robust assumptions, with adequate reserves to mitigate risk. Ensuring medium term financial health and stability for the council.
- Perform effective risk management and ensure compliance with financial and statutory regulations.
- Build high levels of trust, effective working relationship and collaboration with members including offering solid expertise to members that ensures financial success of council.
- Working with managers across the organisation you will lead the budgeting, forecasting and planning process to develop effective business plans which deliver our ambitious priorities for the city within budget envelopes.
- Optimise all income streams through horizon scanning for commercial opportunities and identify efficiencies where possible to ensure financial stability for the council.

04 Your responsibilities

Being director of finance continued...

- Have high quality effective decision making around the financial management and governance throughout the council to be safe, legal and ethical.
- Provide financial leadership and help to align business and finance strategy, driving change management or business improvement initiatives within the organisation
- In collaboration with the Executive Director of Resources, deliver high-quality thinking, insights and leadership around organisational financial resources to members and the wider organisation.
- Develop and implement financial strategies, policies and procedures across the council to deliver a cost-conscious approach in the use of resources, budgetary control, staffing levels and other support costs.

05 Our offer

Generous leave entitlement - 32 days in addition to public holidays, which includes December closure period over Christmas and New Year

Learning and career development - commitment to your ongoing learning and development - we want you to learn every day. We have a fantastic range of resources and opportunities and are committed to your development throughout your career with us

Wider leave options – paid special leave for when times are difficult, maternity, paternity, parental and shared parental leave

Health & wellbeing services – occupational health, employee assistance provider, mental health first aiders, occupational sick pay for when it's needed

Local government pension scheme – open scheme for all colleagues, occupational pension scheme.

Flexible and hybrid working – our focus is outcome delivery, and we are flexible about where and how this is best achieved.

Travel option - cycle to work hire scheme

06 Equality, diversity and inclusion

We are committed building a council where we value diversity in its widest sense. We want to create an organisation where people feel valued for who they are and thrive at work and in their career.

The growing diversity of the city and our workforce gives us the opportunity to be distinctive, exceptional and a place where you can truly bring your whole self to work. Our customers come from all walks of life and so do we. We hire great people who share our excitement to make our inimitable city an amazing place.

Our belief in having a diverse workforce enables us to understand and work with our communities better and create services that reflect the needs of our city, our residents, our communities and our businesses. Working to have equality, diversity and inclusion rooted in all aspects of the 'what' and the 'how'.

We encourage applications from all regardless of age, gender identity, disability, neurodiversity, marriage or civil partnership, pregnancy and maternity, religion or belief, race or ethnicity, socio economic background, sex, sexual orientation or transgender status.

Through our recruitment, we want all candidates to be able to be their best and are committed to make reasonable adjustments and design our approach that enables you to demonstrate your full potential.

07 How to apply

Watch our video and find out more by visiting www.shapingnorwichtogether.co.uk/

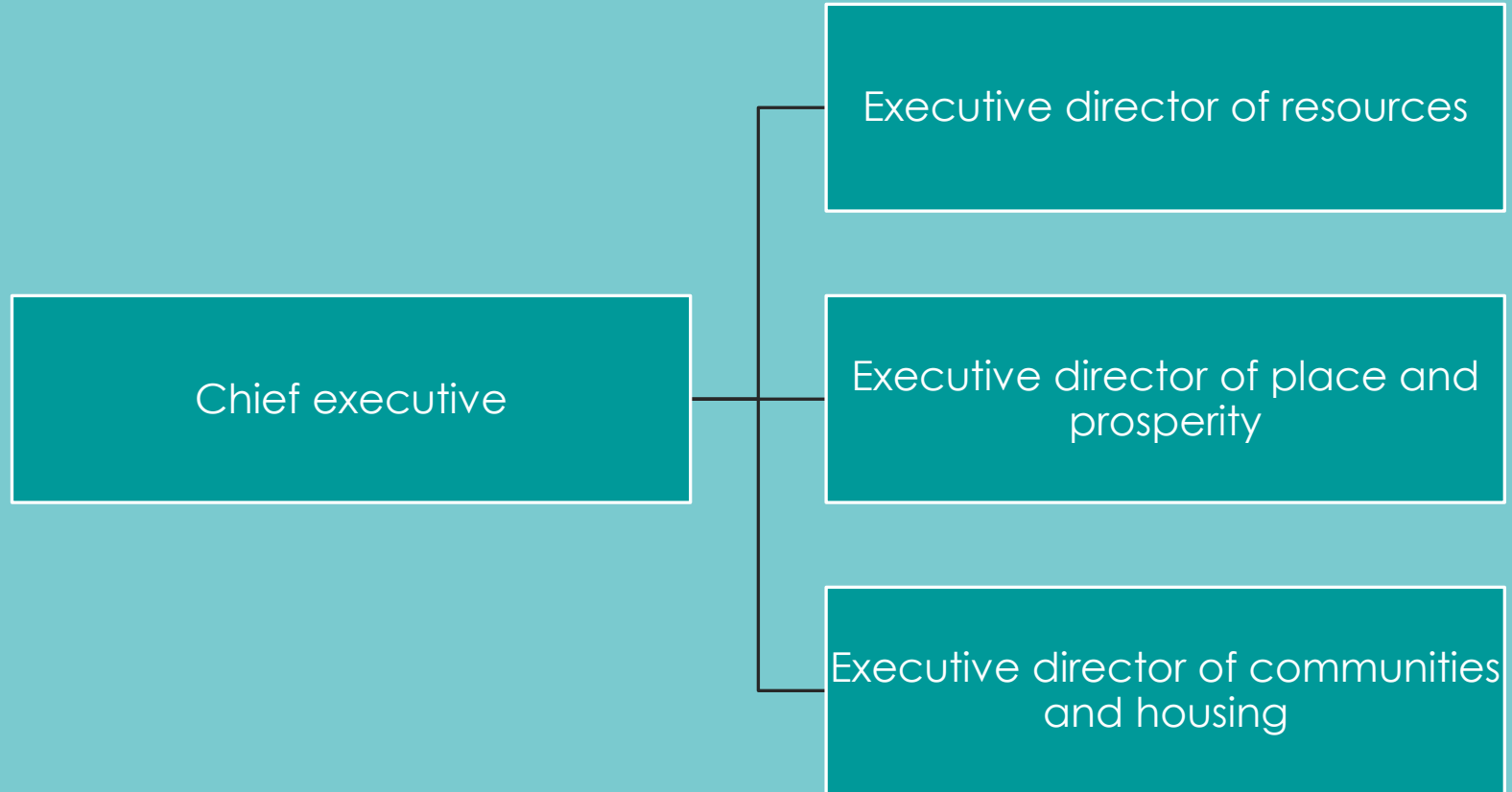
For a confidential discussion about the role, please contact the following consultants at our recruitment partner, [Tile Hill](#), who will be happy to answer any questions that are not covered here:

- Mark Bearn: mark.bearn@tile-hill.co.uk | 07747 181490
- Clare Connor: clare.connor@tile-hill.co.uk | 0161 408 0703
- Zarvesha Rasool: zarvesha.rasool@tile-hill.co.uk | 07551 392696

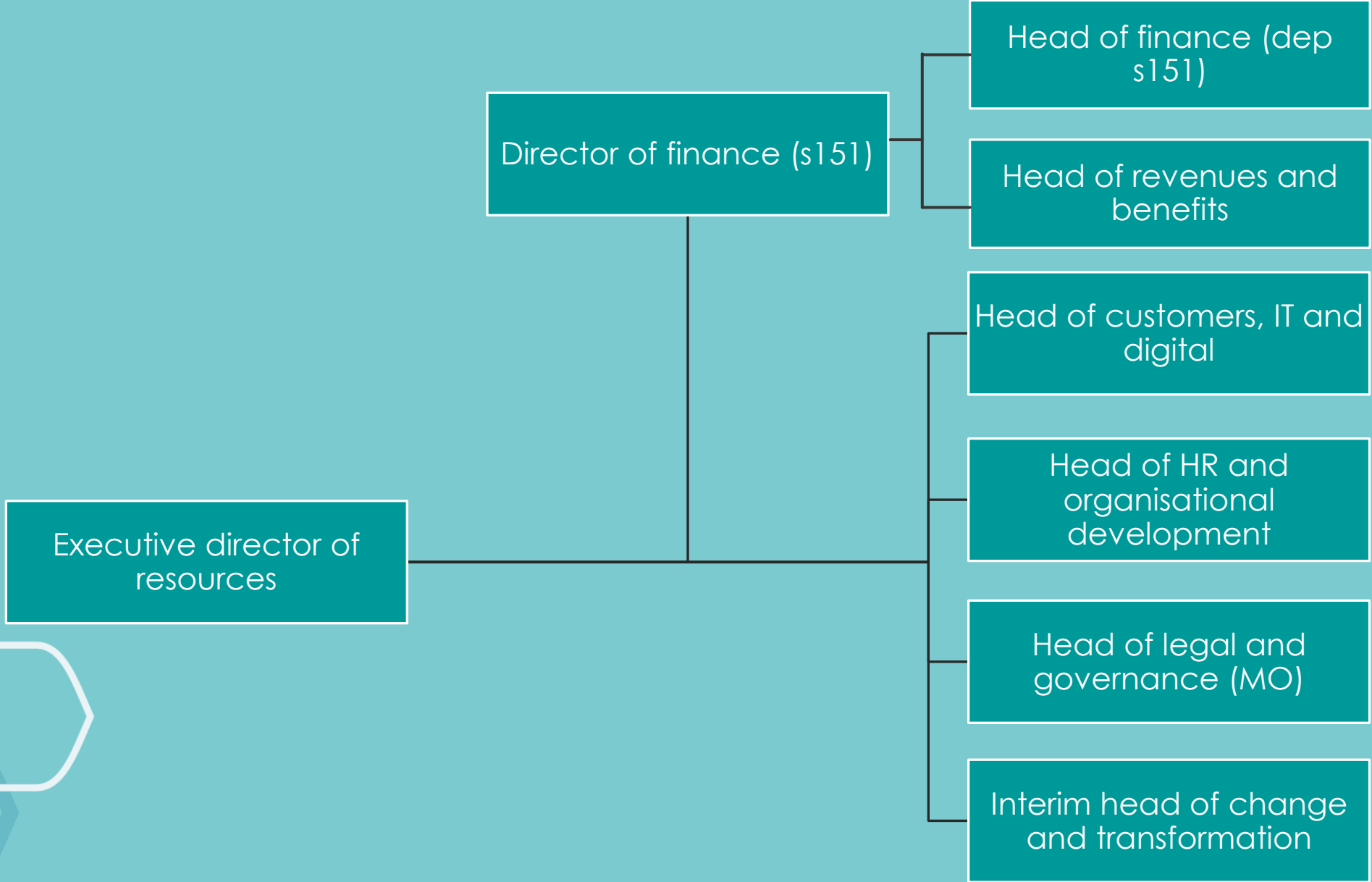
This is us. This is our city. This is your opportunity.



Organisation structure



Resources directorate



Place and prosperity directorate



Communities and housing directorate

