



LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE: Assistant Director of Resources

Grade: MG5

DIVISION/SECTION: Corporate Services

Location: Various offices according to the needs of the service

Responsible to: Director of Corporate Services

Responsible for: Financial strategy and corporate budgeting
Capital Programmes
Accountancy
Treasury management
Pensions administration and investment
Insurance and Risk
Deputy Section 151 Officer
Accounts payable and receivable
Revenues and Benefits
Debt recovery and bailiffs

[Note: The designation of this post as Deputy Section 151 Officer will be subject to review on at least an annual basis and whenever recruitment to the post takes place]

Post number: TBC

Date: February 2018

MAIN PURPOSE

- To lead the development and maintenance of corporate strategies, policies and procedures for corporate financial planning and budgeting,

transactional services, revenues and benefits in accordance with agreed Council policy.

- To provide a strategic and corporate finance service in compliance with internal procedures and legislative and statutory requirements; to provide advice and support to the Director of Corporate Services in their role as the proper Officer under Section 151 of the Local Government Act 1972, and to deputise in this role when the Director is absent.
- To manage transactional, revenues and benefits and debt collection services.
- To be a member of the Corporate Services Management Team and participate in the overall management of the Corporate Services Department.
- To provide the professional lead on all pension matters.

MAIN DUTIES AND RESPONSIBILITIES

Professional

- To provide advice to the Council, the Cabinet, Scrutiny Panels, the Pension Fund Advisory Panel, members of the Council, the Chief Executive, the Chief Officers Management Team (CMT) and managers across the authority on financial issues and revenues and benefits services.
- To keep abreast of developments in local government pensions, duties, powers and finance; to make and progress proposals to ensure that Council services respond to these developments.
- To interpret the policies, strategies, business plans and programmes of the Council, and propose areas in which transactional and revenues and benefits services might be developed cost effectively to support these policies, strategies, business plans and programmes.

Managerial

- To lead and manage the Finance, Revenues and Benefits Division in accordance with Council policies and procedures, legislative and regulatory requirements, covering the provision of quality, cost effective, and customer focussed services as listed above, and to review these services regularly to ensure that they continue to improve and meet the changing needs of the Council, its elected Members, managers, staff partners and external customers.
- To develop, implement and maintain service level agreements for services provided to other departments, in close consultation with these client departments.
- To develop, implement and maintain performance management and quality assurance procedures within the Division.

- To be responsible for the budget of the Division in the region of £10m per annum; to manage this budget ensuring the appropriate monitoring and financial control procedures are in place.
- To manage the staff of the Division ensuring that recruitment, training, development, appraisal and other management activities are carried out in accordance with Council policy. To ensure that appropriate professional development is undertaken by all staff as necessary.
- To participate in and lead as appropriate, intra and inter departmental working parties and to ensure that such groups receive appropriate contributions from the Division.
- To represent the Director or the Council as appropriate to external bodies such as the Local Authority Association, central government departments, CIPFA, etc.
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.
- Any other duties as requested by the Director.

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CORPORATE SERVICES DEPARTMENT
PERSON SPECIFICATION

POST TITLE: Assistant Director of Resources

Grade: MG5

QUALIFICATIONS AND EXPERIENCE

Professional and post-specific requirements

- Full professional membership of CIPFA or equivalent (ACA, ACCA, CIMA)
(Note: this requirement relates to the designation of this post as the Council's Deputy Section 151 Officer, and will be subject to review whenever recruitment to the post takes place)
- Evidence of the successful delivery of financial management in a large multi-functional organisation
- Experience of strategy and policy development
- Experience of the strategic and technical management of a pension fund

Management requirements

- Management experience at a senior level within a large complex organisation
- Proven success in the management of change and problem solving
- Experience of budget management
- Experience of staff and performance management
- Evidence of working successfully in partnership with external organisations and stakeholders

KNOWLEDGE, SKILLS AND ABILITIES

Professional and post-specific requirements

- Knowledge of local government finance, pensions, management, service delivery and best practice
- Understanding of the key issues and financial constraints driving the modernisation agenda within local Government
- Ability to provide advice on financial, pensions, commercial and resource management issues

- Ability to identify solutions to resource allocation and management issues and create ownership of them amongst key stakeholders
- Ability to apply value for money principles to ensure the most cost effective outcomes are achieved within limited resources

Managerial and personal requirements

- Ability to develop and implement a service plan, including a workforce plan to meet the needs of the business
- Understanding of the principles of business systems and processes and how these can be applied to increase efficiency
- Sound commercial acumen and the ability to identify, assess, mitigate and manage business risk
- Excellent interpersonal skills and the ability to work effectively with elected members and colleagues, balancing control requirements with empowering managers and staff
- Ability to influence, persuade and negotiate for the successful delivery of outcomes
- Excellent communication and advocacy skills, both orally and in writing
- Excellent numeracy and well-developed analytical skills
- Ability to develop, articulate and implement a clear vision for the future of support service provision within LB Merton
- Clear understanding of ways in which the Council's policy of equality in employment and service provision can be reflected in all aspects of work of the division
- Understanding of the Council's vision and mission statement and how they relate to the work of the Division
- Ability to attend evening and weekend meetings as appropriate

Personal Style and Behaviour

Please refer to LB Merton's Model of Leadership Behaviours (attached).