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**Job Description**

**Job Title:** Director of Resources

**Reporting to:** Chief Executive

**Contract:** Permanent

**Hours:** Full time, 37 hours per week

**Location:** Chippenham Town Hall

**Salary:** £70,385 - £74,416 SCP 55 – 57 per annum + Essential car user allowance £1,239 + Market Forces Supplement £9,301

**Responsible for:** Head of Finance, Head of Communications and Customer Services, Head of Corporate Support & Head of Democratic Services

**Other Primary Relationships:**

* Line Managed by the Chief Executive
* Serves as a member of the Corporate Management Team (CMT)
* All Service Section Heads
* Councillors
* External partners, stakeholders, and consultants

**Main Purpose of Role:**

Chippenham Town Council's designated Responsible Finance Officer and deputy to the Chief Executive along with the Director of Community Services.

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 resources including financial affairs and shall be expected to operate at a corporate and strategic level.

The Director of Resources will champion and uphold the core values of Chippenham Town Council:

* Embracing change
* Taking responsibility
* Working together

**Main Duties and Responsibilities:**

**Leadership**

* Support the delivery of the Council’s aims and objectives set out in the Corporate Strategic Plan.
* Provide high-level support and advice to the Chief Executive and Councillors.
* Represent the Council on behalf of the Chief Executive at external meetings and functions where appropriate.
* Effectively lead, motivate, and support teams within the directorate and across the Council.
* Actively foster and develop positive relationships with local and regional partners and other statutory bodies, acting as an ambassador for the Council and promoting its interests and activities.
* Through personal example, open commitment and clear action, provide employees with positive leadership in line with the Council’s values.
* Lead on the delivery of the customer service function ensuring all our customers receive a high-quality experience.
* Provide strategic leadership and management of the Council’s communications and marketing functions.
* Oversee the effective implementation of the Council’s democratic services function, ensuring that all legal requirements are met.

**Finance**

* Manage the Council’s financial strategy to reflect the changing approach to public service funding, identifying future opportunities to develop revenue and make every penny count, whilst remaining financially sustainable.
* Manage the Council’s annual budget setting process including income and expenditure and the capital funds programme.
* Develop the Council’s treasury management service to ensure compliance with legislation and best practice, including controlling the Councils borrowings and investments.
* 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.
* Liaise with Internal Auditors and External Auditors as required on matters relating to accountancy and financial practices.
* Develop and ensure continuous improvement of the Council's strategic approach to procurement and contract arrangements.
* Lead on the management of the Council’s leases, contracts, to include renewal and rent review processes.
* Develop and lead on the Council’s commercialisation strategy, including the management of sponsorship and advertising agreements.
* Collaborate with the Director of Community Services on setting appropriate fees and charges.
* Ensure that continuous improvement, value for money and best value are delivered by delivering effective transformation processes.
* Ensure that the financial affairs of the Council are managed in an efficient, economic, and cost-effective manner.
* Oversee and assist with day-to-day financial management, including:
* budgeting, accounting, audit, reporting, and the Annual Financial Statements and Annual Governance & Accountability Return
* insurance, tax, payroll, and pension,
* treasury strategy,
* managing internal systems, processes and reporting to ensure the Chief Executive and Councillors are 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**

* Uphold the Council's governance mechanisms and ensure that appropriate standards of performance, operational effectiveness, probity, and open governance are maintained.
* Ensure that the services provided by the Council are supported by a comprehensive financial plan, with the aim of obtaining value for money, delivering effective performance management and improvement, and robust and accurate data quality.
* Strategically assess progress in other organisations 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.
* Manage processes and structures relating to corporate governance such as:
* risk management for the Council
* providing support to the Council, including preparation of documents and reports and attending and facilitating Council and Committee meetings.
* With the CMT, oversee the development and implementation of policies and processes within the resources directorate in areas of responsibility such as finance, HR, IT security, risk management, data protection and security, business continuity, contracts and leases and premises.
* Oversee the management of the Councils property estate.
* Liaise with external partners as required.
* Participate in any performance review processes and undertake any training and development in support of the role.
* Attend staff meetings as reasonably required by the Chief Executive 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 deputizing for the Chief Executive and/or providing cover for the Director of Community Services.
* Maintain business continuity plans including in respect of 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 occasional 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 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.

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| **Person Specification** | Essential | Desirable |
| Education, Qualifications & Knowledge | | |
| Educated to degree level or equivalent | See the source image |  |
| Qualified Chartered accountant and member of CIPFA, CIMA or ICAEW | See the source image |  |
| Management and leadership qualification |  | See the source image |
| Knowledge of public services in particular local government | See the source image |  |
| Understanding of local government finance and the Accounts and Audit Regulations | See the source image |  |
| Skills & Experience | | |
| Management accounting including budgeting, forecasting, monthly reporting | See the source image |  |
| Managing a diverse portfolio of services |  | See the source image |
| Using relevant accounting software packages (we use Sage and RBS Rialtas Accounting Software) | See the source image |  |
| Proficiency in financial accounting & reporting, including external statutory reporting and audit | See the source image |  |
| Proven ability for introducing, implementing and monitoring financial controls and implementing effective financial management systems | See the source image |  |
| High degree of IT literacy, with a good knowledge of MS Word, Excel and Outlook | See the source image |  |
| Clear written and verbal communication and negotiation skills, including excellent report writing and presentation skills | See the source image |  |
| Change management, systems transformation and implementation | See the source image |  |
| High level of commercial awareness and business acumen | See the source image |  |
| Motivating & developing disparate teams - including performance management and appraisal | See the source image |  |
| Personal Qualities & Attributes | | |
| Ability to identify the implications of complex issues, and act accordingly by applying creative and innovative thinking | See the source image |  |
| Strong and enthusiastic personal leadership style which inspires confidence in staff, councillors, residents and stakeholders | See the source image |  |
| Ability to work with a high degree of initiative and independence | See the source image |  |
| Prepared to take difficult decisions and challenge behaviour to safeguard the council’s resources | See the source image |  |
| Ability to influence and win the support of others within the Council and externally | See the source image |  |
| Excellent planning, organisational and time management skills | See the source image |  |
| Resilient and able to work well under pressure, prioritise a heavy workload and work both reactively and pro-actively | See the source image |  |
| High level of attention to detail and well developed critical thinking skills | See the source image |  |
| Works collaboratively, while motivating teams | See the source image |  |
| Respect for confidentiality and compliance with the principles of data protection | See the source image |  |
| Positive and self-motivated attitude | See the source image |  |
| Able to deal with a range of people in a professional and courteous manner and build effective working relationship with all | See the source image |  |
| Good team worker, but able to work with minimal supervision | See the source image |  |
| Have a high degree of integrity, tact, diplomacy | See the source image |  |
| Thinks strategically | See the source image |  |
| Resilient, tenacious and outcome focussed | See the source image |  |

**Equal Opportunities**

Chippenham Town Council is an Equal Opportunities Employer and has an equal opportunities policy 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.