

Director of Finance, Procurement & Business Support

Join us – Make a difference in our communities

West Sussex as an area is rapidly changing with increasing pressures from our demographics, continuing challenges to provide our residents and communities with greater levels of choice to support improved outcomes in their lives and of course we need to do this within tighter and tighter financial constraints. We recognise therefore that our organisation, working with and alongside our partnerships, needs to fundamentally change.

During a period of significant and fundamental change, we need strong, experienced, collaborative and cohesive leadership across our organisation. This requires a strong, collaborative strategic and corporate foundation for our organisation.

The Resource Services Directorate is key to the development and delivery of a significant number of support services and management of shared resources to enable the County Council to operate as an effective and efficient organisation. The directorate ensures the necessary corporate capabilities are in place (e.g. finance planning and management, business planning, risk management, IT, procurement, contract management, property and asset management) to ensure the effective provision of critical support functions to the organisations.

The Director of Finance, Procurement and Business Support will lead critical support functions that support the Executive Director for Resource Services and the wider Chief Executive's Management Team in shaping and setting future direction for the organisation.

About the Job

The purpose of the Resource Services Directorate is the development and delivery of a significant number of support services to enable the County Council to operate as an effective and efficient organisation. This will include working in a complex, multi-provider environment with a range of partners to ensure the necessary corporate capabilities are in place (e.g. finance planning and management). This will ensure the effective provision of critical support functions to the organisation.

You will be the organisation's statutory S151 officer and will therefore direct and oversee the provision of financial and audit services to the Council.

Reporting to the Executive Director for Resource Services, the Director for Finance, Procurement and Business Support will be responsible for leading services including Finance (including pensions, internal audit governance, and payroll), Procurement and Contract Management, Business Support, and IT.

Job Details

Grade: Senior Management Group (SMG)
Department: Resource Services
Location: County Hall, Chichester

Required Experience & Skills

Strong financial, commercial and leadership skills, together with the ability to gain a deep understanding of WSCC's strategic objectives, to manage our spend in an environment of reducing resources, and maximise our commercial opportunities

Able to think creatively and strategically, generate new ideas, evaluate options, monitor and review their effectiveness

Exceptional, highly developed communication skills to be able to influence, challenge and persuade the actions of others in order to construct, evaluate and deliver effective business solutions. Able to demonstrate tenacity and robustness in finding ways and means of getting ideas accepted

Effective people management and performance management skills with the ability to lead and inspire, providing direction and support to individuals and teams

A qualified accountant with full membership of a CCAB member accountancy body, or CIMA, with evidence of continuing professional development in leadership and business management

Experience of having worked at a senior level in a political environment

Significant knowledge and experience of Local Government finance and prior experience of leading a finance team in a large organization

Considerable experience of managing and leading a business function or service with a number of integrated teams to include two or more of the relevant technical specialist areas

Significant experience of operating in leadership roles, developing policies and approaches and translating strategy into effective financial and operational plans, which achieve corporate objectives

Broad knowledge of public sector services, the macro social and economic context within which local authorities work and the implications of this for delivery of County Council's aims

Experience of a range of commercially focused service delivery models including partnering, outsourcing and other commercial solutions in a comparable environment

A good understanding of business processes and governance including strategic planning, financial management and monitoring and risk management

Experience of effectively managing a budget and contributing to decision making on high level spending

Able to communicate a compelling vision to key stakeholders



Key Responsibilities

This role is responsible for leading on the successful development, agreement and delivery of strategy, policies, provision, procedures and guidance; that enables the County Council to meet its objectives for West Sussex; that ensures sound and prudent administration of the Council's finances and the efficient provision of high quality support services.

As a member of the Corporate Leadership Team, this role will be responsible for the technical delivery of their role and the corporate competencies, while living and promoting the corporate values through their day-to-day work. Taking full responsibility for all matters relating to: Finance, (including pensions, internal audit governance, and payroll) Procurement and Contract Management, Business Services and IT.

Provide strong visible leadership for staff and partners across the Council which builds a culture of high performance, inspires people, and drives the delivery of the Council's strategic objectives across finance, procurement and contract management, business support and IT services.

Contributing to the development of the strategic direction of the Council and, particularly, translating the strategic intent into robust financial plans.

Provide assurance that the business plans within the areas of responsibility are being defined in accordance with governance arrangements, relevant legislation and statutory requirements, and in a manner with which ensures safety and security.

Ensure that the business plans, budgets and resources for the areas under remit are aligned to enable the delivery of high quality support services to the County Council.

Responsible for significant delegated budgets and resources ensuring that they are allocated effectively for the delivery of intended outcomes in a manner which demonstrates value for money and compliance with relevant policies and guidelines.

As the Council's Section 151 Officer, direct and oversee the provision of financial and audit services to the Council ensuring that statutory requirements regarding the proper management of financial affairs are met. Responsible for all statutory duties in relation to the financial administration and stewardship of the County Council.

Lead the corporate finance function including strategic finance, corporate and financial management and capital and infrastructure investment appraisal.

Lead the strategic direction for the procurement and contract and supplier relationship management function for the County Council, ensuring delivery of intended outcomes in a manner which represents long-term value for money at an acceptable level of risk for the Council.

Lead on the strategic direction for all aspects of IT and information and data management ensuring consistent and reliable delivery of critical support and back office systems and that a strategy is in place to ensure all aspects of the IT service are fit for the future.

Ensure that outsourced functions of pensions administration, payroll services, internal audit, and business support meet the requirements of the County Council.

Provide guidance and support to Cabinet and Members in translating their political objectives and priorities into coherent initiatives that will deliver their intended outcomes for West Sussex.

Provide professional leadership for the defined disciplines to ensure that the Council



accesses national best practice and ensure on-going professional development.

Our Values

You will lead, promote and demonstrate the values of our organisation.

- Trust and Support
- Listen and Act Upon
- Customer Centred
- Honest and Realistic
- Genuinely Valued

You will lead, promote and demonstrate the cultural ambition of our organisation:

'To become an organisation which lives and breathes our values where all of our people are able to work in an empowered, collaborative and innovative way to make a real and positive difference to all our communities.'

JD Code: SMG

April 2019

