ROLE PROFILE

- Job Title: Director of Finance (Deputy S151 Officer)
- Post Number: TBC
- Grade and SCP: C3 £124,394.80 - £130,218.01
- Function: Corporate Leadership Team
- Accountable to: Corporate Director Finance and Governance (S151 Officer)
- Responsible for: See 'Specific Responsibilities' section below

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Your Role at Shropshire Council

At Shropshire, our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today, Shropshire Council is undergoing a fundamental transformation in the way it operates so that it can strengthen its financial resilience and build a better future for its residents and communities. Your role will be crucial in driving through these changes, working closely with the S151 Officer, Corporate Directors, Service Directors, service leaders and elected members

As a senior officer, you will provide visible, values-led leadership, setting the tone through your decisions, relationships and behaviour. You will champion our PROUD values across the Council, taking collective responsibility for organisational priorities alongside accountability for your own services:

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

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The postholder will be required to attend Shropshire for 3-4 days per week, with the remaining day undertaken via home working arrangements

This role requires participation in an on-call Emergency Response rota. This role requires you to undertake other duties, commensurate with the grade, as may reasonably be required.

Purpose of the Role

The Director of Finance (Deputy Section 151 Officer) will provide strategic and professional leadership for the Council's Finance function and play a pivotal role in securing the Council's long-term financial sustainability and recovery.

Reporting to the Corporate Director Finance and Governance (Section 151 Officer), the postholder will support the effective discharge of the Council's statutory financial responsibilities and will act as Deputy Section 151 Officer, deputising for the Section 151 Officer when required and appropriately authorised.

The Director will ensure that high-quality financial advice, insight, challenge and assurance are embedded across the organisation, enabling Members and senior officers to make well-informed decisions and ensuring that the Council's resources are directed towards its priorities.

The postholder will lead a modern, high-performing Finance, Exchequer Services which combines strong financial governance, control and technical excellence with effective strategic business partnering and a relentless focus on financial sustainability, accountability, transformation and value for money.

The role will work closely with the Corporate Leadership Team, senior managers and elected Members and will be expected to provide constructive and, where necessary, robust professional challenge.

The Director will be accountable for the effective discharge of all statutory, regulatory and governance responsibilities associated with the portfolio and will ensure the service contributes positively to the Council's wider corporate objectives.

Key Responsibilities

In your role as Director, you will be responsible for the following:

Strategic Leadership

- **Statutory Financial Leadership and Governance** – Act as the Council's Deputy Section 151 Officer, supporting and deputising for the Section 151 Officer as required. Provide authoritative and independent financial advice to Members and senior officers, ensuring robust financial management, governance, stewardship, compliance with statutory and regulatory requirements, and effective oversight of accounting, treasury management, financial reporting, reserves, taxation, audit and financial controls.
- **Financial Strategy, Sustainability and Transformation** – Lead the development and delivery of the Medium-Term Financial Strategy, financial planning framework and long-term sustainability agenda. Maintain oversight of the Council's financial position through analysis, modelling and horizon scanning, identify and manage financial risks and opportunities, and lead financial input into transformation, savings and service redesign programmes to secure value for money, efficiency and effective resource deployment.
- **Service Leadership, Performance and Corporate Management** – Provide strategic leadership for Finance and other assigned services, ensuring high-quality, resilient and customer-focused delivery. Translate corporate priorities into clear delivery plans, establish robust performance and accountability arrangements, manage budgets and resources effectively, support corporate planning and growth objectives, and contribute to the overall leadership and emergency response responsibilities of the Council.
- **Business Partnering, Stakeholder Engagement and People Leadership** – Lead a high-performing Finance function and strategic business partnering model that supports and constructively challenges services. Strengthen financial accountability across the organisation, build effective relationships with Members, partners and external stakeholders, support scrutiny and audit processes, promote cross-organisational collaboration, and create an inclusive, values-led culture that drives continuous improvement, performance, wellbeing and professional development.
- **Exchequer Services** - Provide strategic leadership and management of the Council's Revenue and Benefits Service, ensuring the effective administration, collection and recovery of Council Tax, Business Rates, Housing Benefit, Council Tax Support and related income streams. Maximise income collection, minimise fraud and error, support vulnerable residents, maintain the integrity of the Collection Fund and ensure compliance with statutory requirements.
- As a senior leader you are accountable for setting and driving the standard of people management across your service. You will lead the implementation and embedding of the Council's Role of the Manager as a core component of organisational performance, ensuring it is consistently applied, actively monitored and continuously improved. You will role-model visible, values-led leadership and expect the same of others, creating a culture where managers take ownership of their people responsibilities and deliver a consistent, high-

quality employee experience that supports performance, wellbeing, and organisational outcomes.
- Demonstrating commitment to the Organisational Values (PROUD) and ongoing continuous personal development, setting an example for others to follow.
- Undertake the responsibilities as set out in the Council Constitution.
- Responsible for financial management of the service area and accountable for the direct budget allocated to this post.
- Act as a duty officer in the Council's Emergency Duty rota to support our response in an emergency and will be expected to attend any training to support those requirements.

Commissioning and Service Delivery

- Developing and implementing strategies across the Exchequer Services to maximise income while supporting vulnerable residents.
- Ensuring collection and recovery arrangements within Exchequer Services are fair, proportionate and compliant with legislation.
- Monitoring collection trends across Exchequer Services and implementing improvement initiatives to strengthen the function's performance.
- Ensuring the most effective commissioning of preventative, modern, efficient, and sustainable services that meet the needs of our communities within the resources available.
- Using demand management and community leadership principles to ensure services are procured and delivered in the most efficient and effective way possible, whether internally or externally.
- Managing service delivery through robust contract and performance management, ensuring alignment to The Corporate Plan and our strategic priorities.
- Fostering strong relationships with internal and external stakeholders and partners, including community groups, businesses, and other government agencies, to enhance service delivery and great outcomes for our communities.

Customer

- Lead, motivate and develop a high-performing Exchequer Services team to ensure services deliver high-quality customer experiences and accessible support.
- Drive the use of technology, automation and digital services to improve efficiency and customer experience.
- Ensuring strategy and functions are aligned to the ambition of the customer journey to continually improve the way customers connect to the council, and the council connects to itself, including enabling self-service and effective support tailored to individual needs, thus ensuring that every resident gets the service they need, when they need it.
- Enabling preventative and early intervention which will reduce demand on services and address needs and inequalities within the community.

- Ensuring the implementation of an aligned community infrastructure and hubs to promote proactive and preventative engagement with residents and communities.
- Role modelling the ‘Ask, Assist, Act’ approach in the way we interact with our internal and external customers, continually maintaining a ‘how can we help?’ mindset.

Governance and Performance

- Design and implement sophisticated performance management systems that drive service excellence through data-driven insights, enabling continuous improvement across all operational levels.
- Act as the council's principal ambassador, cultivating influential strategic partnerships at regional and national levels to enhance organisational reputation and shape legislative and policy development.
- Ensure robust arrangements are in place to meet the standards required by external and regulatory inspections.
- To be responsible for developing and promoting value for money, good financial practice and applying effective financial controls to the Council.
- Driving a culture of continuous improvement, with regular review and development of individual, team, and service performance.
- Maintain rigorous adherence to constitutional requirements including procurement regulations, financial procedures and scheme of delegation whilst ensuring effective risk management.
- Accountable for the financial performance of assigned functions, managing service budgets, ensuring compliance with the council's procurement rules, financial regulations, and scheme of delegation.
- Collaborating with Members to integrate insights into all levels of the authority, guiding service delivery and strategic decision-making.

Personal Attributes

- Demonstrating visible commitment to the council's values and Diversity, Equity, Inclusion, and Belonging (DEIB) principles by embedding these principles in all aspects of service delivery and organisational culture.
- Display outstanding strategic capability in managing complex organisational change, ensuring robust delivery of priorities whilst maintaining adaptability to emerging council needs.
- Embracing an autonomous, outcome-focused approach, deciding when, how, and where the work gets done, focusing on achieving outcomes and delivering results.
- Collaborating across the system to lead the delivery of strategic priorities, projects, and services, often outside of your primary area of responsibility, flexing to changing strategic needs and priorities.
- Lead by example in promoting a progressive workplace culture that priorities staff wellbeing and supports sustainable high performance across the organisation.
- Maintain an active commitment to professional development and strategic insight, keeping abreast of developments in technology and people best practice.

Experience Required

The postholder will be a fully qualified accountant and current member of a recognised CCAB professional accountancy body, with evidence of continuing professional development appropriate to a senior finance leadership role. They will bring substantial experience within a complex finance environment, including previous experience as a Deputy Section 151 Officer, and the professional knowledge required to fulfil the role's statutory responsibilities.

They will have a strong track record of leading financial strategy, budget preparation and monitoring, and medium-term financial planning. This will include managing significant financial pressures, maintaining oversight of complex financial risks and developing credible recovery plans and mitigating actions.

They will have significant experience of leading and developing high-performing professional finance teams and services within a complex organisation. They will demonstrate effective stewardship of substantial budgets and resources, with a clear focus on accountability, resilience and value for money.

The successful candidate will bring executive-level leadership experience gained within a complex, unionised organisation, ideally in local government or the wider public sector. They will understand how to align finance services with corporate priorities and deliver high-quality outcomes in a challenging financial environment.

They will be a credible and influential strategic adviser to chief executives, senior leadership teams and elected members. They will exercise sound judgement, provide constructive professional challenge and translate complex financial information into clear, authoritative and politically astute advice that supports informed decision-making.

They will have a demonstrable record of leading finance improvement and complex organisation-wide transformation that delivers sustainable cultural, operational and financial benefits. This will include influencing across organisational boundaries, building effective partnerships and securing stakeholder commitment to lasting change.

They will have substantial experience of operating effectively within democratic, statutory and corporate governance arrangements, including working with elected members, scrutiny committees, regulatory bodies and external partners. They will understand the importance of professional independence, robust accountability and effective risk management in a complex and evolving public-sector environment.

Job Specification

As a Director, we would expect you to be able to demonstrate, through evidenced-based experience, the following level of competence:

Knowledge

- In-depth diverse expertise together with significant leadership and managerial experience.
- Integration across functions and/or services within the council and associated organisations or partnerships.

Creative Thinking & Policy Direction

- Highly complex issues requiring significant interpretation or extension of existing policy, across more than one department/service area.
- Guidance only from most senior Directors and elected members.
- Contribute to the development of corporate policy within a strategic policy framework. Focus on diverse areas of organisations activity.
- Substantial experience of working effectively with elected members and senior officers, with a strong understanding of democratic governance, political context, and the ability to provide clear, impartial, and professionally credible advice in a complex political environment.

Impact on People/Organisation(s)

- Full line management and leadership responsibility of a department or large business unit, or significant leadership impact across all departments.
- Management and development of internal and external relationships of significant importance to the council, or high-level contact with public and other external bodies to discuss, negotiate, and resolve controversial issues that impact on the council.

Responsibility for Resources

- 41%-total of the GRE
- Advisory/indirect

Standard Shropshire Council Terms & Conditions

The following terms and conditions of service are those laid down by the Joint Negotiating Committee (JNC) for Local Government Services, as amended from time to time and as adopted by the Council.

- Expected to lead and/or contribute to a range of projects and build relations with both internal and external partners in order achieve specified outcomes but will not have direct authority over those involved.

- Responsible for preparing responses in line with Shropshire Council's corporate processes and national/regulatory/statutory processes (e.g. complaints, MP enquiries, Information Governance requests, customer enquiries, media enquiries, HR staff investigations etc..). These responses should be in line with the quality and timescale expectations set out within Shropshire Council's published procedures and/or case allocation emails and discussions.

- Responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Personal Development Plan (PDP). Courses are accessed via the council Learning Management System via the Intranet.

- Expected to undertake all relevant training requirements specifically to the role including formal Hearing / Investigating Officer training relating to Disciplinary / Grievance policies and procedures.

- Expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

- Adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile.

- Act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire.

- Meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council.

- Work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.

- Meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.

- Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

- You must provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. The role requires travel across Shropshire, including to locations that may not be readily accessible by public transport, and, where applicable, travel beyond the county and attendance at short notice. The Council will consider alternative travel arrangements and reasonable adjustments for disabled applicants and employees.

- You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile.

- This post carries eligibility to join the Local Government Pension Scheme. Information about this and other pension options will be sent with any formal offer of appointment.

- Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rota for part-time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rota) can be carried over into your next leave year but must be used by the end of March.

- The appointment is subject to 3 months' notice in writing on either side.

- The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.

- All appointments are subject to receipt of the following pre-employment checks;

1. Satisfactory employment references.
2. Medical report.
3. Evidence of the qualifications required for the post/listed on your application form.
4. DBS or, Basic Disclosure.
5. Driving license.

Political Restriction

This is a politically restricted post under the terms of the original Local Government and Housing Act of 1989, Local Government (Politically Restricted Posts) Regulations

1989, and subject to amendment(s) under the Local Government, Economic Development and Construction Act 2010.