



Director of Finance and Section 151 Officer

Post number: CEX009

Grade: £84,607 - £107,153 plus benefits

Date: May 2025

Service area: Chief Executive

Reports to: Chief Executive

Job profile

Purpose

To act as the Council's Chief Finance Officer (s151 officer) and lead the delivery of high quality financial advice and support to the Council's officers and members.

As a member of the Corporate Management Team, provide leadership to deliver the Council's Corporate Plan and provision of high-quality services to the residents, businesses and visitors of East Cambridgeshire.

Dimensions

The post holder will report to the Chief Executive and will be responsible for the delivery of the Council's Finance and ICT services and will be directly responsible for managing the Principal Accountant (Deputy 151 Officer), Senior Accountancy Assistant and the ICT Manager.

Main duties and responsibilities

- Work with the Chief Executive and the other Directors to provide leadership and vision for the Council.
- Work with external partners and stakeholders to drive the delivery of important outcomes for East Cambridgeshire.
- Be responsible for and championing cross cutting organisational themes in support of the Council's corporate agenda.



- Work at the political / management interface to support the elected Members in their work.
- Communicate unambiguously with Councillors, staff, partners and communities.
- Provide support for senior staff through mentoring, coaching and appraising performance on an ongoing basis.
- Drive performance improvement across all services.
- Promote the Council's core values and good practice.
- Act as a role model for staff to support East Cambridgeshire's continuous improvement and values.
- Develop a customer focused service delivery model focused on outcomes and enabling processes.
- To act as the Council's 'Corporate Financial' advisor to the Council and its elected Members, including production of revenue and capital budgets, annual Financial Statements and the MTFS.
- To act as the Council's financial advisor in respect of its shareholder interests in relation to the Council's wholly owned trading companies, ECTC and ECSS.
- To act as the lead officer to the Audit Committee.
- To deputise for the Chief Executive as appropriate.

Key Result Areas – Shared with the Chief Executive

- a) An organisation which is led and managed with clarity of direction and purpose.
- b) An organisation which acts and behaves in accordance with adopted values and codes of behaviour.
- c) A constructive and complementary relationship between Members and Corporate Management Team and between staff and councillors across the Council.
- d) Robust performance management, resource management and governance regimes.
- e) A constructive and positive community leadership role, reflected in stakeholder partnerships which add value and support East Cambridgeshire's strategic and operational priorities.



- f) Effective networks at local, county, regional and national levels to ensure that East Cambridgeshire is represented on matters that are important to East Cambridgeshire and that our voice is heard as appropriate amongst peers, at the LGA and other membership and lobbying organisations, and within Government.
- g) That the Council is an organisation which understands local communities, which operates in a fair and open manner and whose culture is conducive to being an employer of choice.

Special conditions

- This role is designated as the Council's Section 151 Officer and is a Politically Restricted Post.
- The postholder can apply for permanent and occasional remote working in accordance with the Remote Working Policy, subject to the approval of the Chief Executive.
- The postholder will be required to work outside normal office hours to meet the needs of the service as required.

Pre-employment checks

None

Business Travel

Casual car user



Person specification

Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
Qualified accountant including membership of relevant CCAB bodies (as set out in Local Government Finance Act)	Essential	Application
Relevant leadership/management qualification	Essential	Application

Experience

Description	Essential or desirable	Assessed through the application form or through the interview
A successful track record and background of consistent achievement as a senior manager of financial and other support services	Essential	Application/ Interview
Proven track record of leading and making a contribution to strategic decision making, resource allocation and to policy formulation and delivery	Essential	Interview
Experience of delivering major complex projects that have a high degree of external facing challenge or resistance, and ensuring delivery on time and within budget and outcomes	Essential	Application/ Interview
Experience of successfully working with a wide range of stakeholders	Essential	Application/ Interview
Experience of working with elected members / working in a political environment	Essential	Application/ Interview



Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Strong financial and budgetary awareness with the ability to manage finance and wider resources within a strong performance management culture.	Essential	Interview
Able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques and resources to resolve issues.	Essential	Interview
Able to lead and manage high quality, responsive and cost-effective services, both directly and through partnerships where appropriate	Essential	Interview
Good interpersonal skills with the ability to win the confidence, trust and respect of Members, colleagues, partners and the wider community.	Essential	Interview
Highly developed networking, advocacy, oral, written and presentation skills, which are clear, persuasive and influential with others.	Essential	Interview

Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Committed to a programme of continuous improvement	Essential	Interview
Proactive and driven to deliver results	Essential	Interview