



JOB DESCRIPTION

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| Role | Director of Finance and S151 Officer |
| Reports to | Chief Executive |

Context

The Combined Authority is a new organisation, established in March 2017, with a vision to make Cambridgeshire & Peterborough the leading **place in the world to learn, live and work**.

A lean, agile and effective organisation, we focus on delivering key ambitions for the Combined Authority which include:

-) doubling the size of the local economy
-) accelerating house building rates to meet local and UK need
-) delivering outstanding connectivity - transport and digital
-) supporting businesses to achieve significant growth
-) providing the UK's most technically skilled workforce
-) expanding international trade
-) transforming public service delivery

To bring these plans to life we are making a number of key strategic appointments.

Job Purpose

Lead on all aspects of finance for the Combined Authority. Secure funding for all approved strategic investment programmes. Fulfil the responsibilities of a Section 151 Officer and ensure financial management and governance is of the highest standard.

Core Focus





Key Responsibilities

-) Provide strategic financial advice to the Combined Authority Board and any subsidiary company, including new borrowing powers, financial models and commercial undertakings.
-) Lead on securing investment to the region to finance all approved strategic investment programmes and further devolution of responsibility.
-) Direct the deployment of financial resources in line with the strategic plans, prepare the budget and medium term financial plan for the Combined Authority.
-) Lead on Treasury and Investment Fund Management, including a capital strategy, compliance monitoring, audit and implementation of treasury management practices.
-) Design and implement a leading-edge people strategy to meet the needs an innovative organisation and its workforce.
-) Develop and ensure effective assurance and governance frameworks are in place, operating effectively.

Partnerships

Work in partnership with business and the private sector, and with national and local public sector organisations to co-ordinate delivery of the regions strategic plans, including:

-) Employers and representative groups in key sectors and clusters in the region and beyond.
-) National Government - developing productive relationships that work for the region with national agencies and departments including the Ministry for Housing, Communities and Local Government and HM Treasury.
-) Local Public Service Organisations – including Local Authorities, Health, Police and Fire within the area, managing partnerships supported by a shared strategic agenda.
-) Universities, Colleges and other training and skills providers.

Core Director Responsibilities

-) Lead the development of strategy, policy and planning.
-) Head the delivery of the Combined Authority 4 Year Plan – ensuring all aspects are co-ordinated including commissioning activity and/ or working with lead partners.
-) Ensure adherence to Combined Authority's Assurance Framework in all programmes and activity.
-) Lead a focused and high performing team, regularly reporting on outcomes, outputs and delivery.
-) Act as an ambassador for the Combined Authority on appropriate internal and external bodies and at relevant committees and meetings.
-) Provide direct support to the Mayor, Combined Authority Board and Business Board Directors.

Person Specification

Leadership Behaviours

- J Expansive, creative business thinker – thinks outside ‘tried and tested’ models or approaches
- J Exceptional communicator and relationship-builder that generates confidence in colleagues, members and senior business stakeholders
- J Strong political awareness – able to assimilate and navigate political context with skill
- J Highly adaptable - to changing circumstances and demands
- J Collaborative – works productively with peers, team and others
- J Motivated – driven by personal and organisational achievement

Qualifications and Knowledge

- J CCAB qualified accountant or equivalent
- J Understanding of financial strategy and planning, regulations, policies and professional best practice
- J Significant knowledge of private and public-sector funding sources, for strategic capital programmes
- J Knowledge of local authority financial legislation, regulations, governance, national policies and professional best practice is desirable
- J Understanding of people strategies and best practise
- J Degree level or equivalent standard of general education

Experience

- J Extensive post qualification experience including at a senior level in a commercial environment, leading and managing finance for an organisation of comparable scope and complexity
- J Track record of successful fund management and advising on creative investment opportunities in an organisation of comparable scope and complexity
- J Experience of leading complex commercial negotiations, advising on government funding and project financial structure
- J Proven track record and demonstrable credibility in developing strong, productive partnerships and relationships
- J A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders in a complex partnership environment.
- J Demonstrable track record of negotiating financial and commercial contracts

Political Restriction

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.