



Introduction from the Chief Executive

Thank you for showing interest in this Chief Finance Officer/ Deputy Chief Executive role with West Oxfordshire District Council. This is an exciting opportunity to work for an ambitious and ground-breaking council. We are proud of the distinctive and special place that is West Oxfordshire and want to do everything we can to ensure it continues to be a great place to live, work and visit.

The Council's vision is to support West Oxfordshire to be fit for the future through:

1. Climate Action
2. Healthy Towns and Villages
3. A Vibrant District Economy
4. Strong Local Communities
5. Meeting the Housing Needs of our Changing Population
6. Modern Council Services and Sustainable Finance

You will be the strategic financial lead within the Council and will work closely with Members, the Chief Executive and the rest of the senior management team. As the Deputy Chief Executive you will also play a key role in ensuring strong working relationships with key partners and guiding the development of wider strategies and plans. We are looking for an innovative thinker with a commercial mind-set to lead us through challenges, capitalise on opportunities, and maintain financial sustainability. Your track record of delivery, and providing sound financial advice on revenue and capital programmes, will ensure that important projects are delivered on time and to budget.

Publica (a local authority 'teckal' company owned by West Oxfordshire, Cheltenham, Cotswold and Forest of Dean Councils), in addition to our commercial approach towards Council investment, is critical to our future thinking for delivering savings and generating additional investment income. The Publica model is enabling efficiency savings through service transformation and reductions in operational costs; the move to a stakeholder pension scheme for new starters and, longer term, the opportunity to generate income through profits made on trading. The partnership has a reputation for, and track record in, being innovative in how it delivers services to residents and customers, and this new structure places the customer at the heart of everything we do.

We are looking for an enthusiastic and highly motivated individual who wishes to advance their career in local government through this demanding and wide-ranging role. It's a real opportunity for an exceptional person with great communication skills, commercial aptitude, and demonstrable ability to maintain the Council's long-term finances viability through a period of uncertainty. This is a chance to put your skills to use making a genuine difference.

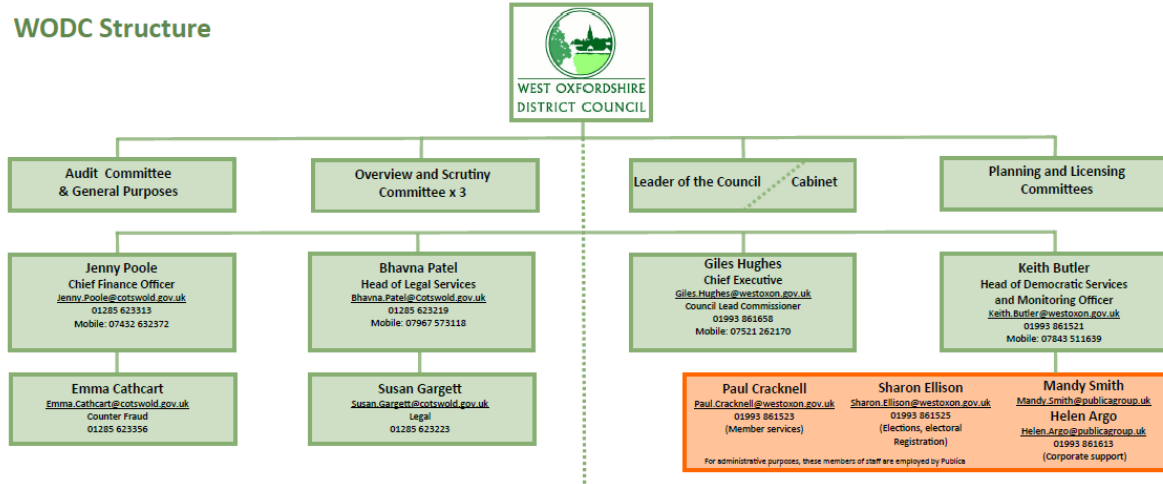
I wish you all the best in your application.

Giles Hughes – Chief Executive, West Oxfordshire District Council





WODC Structure



Organisations delivering services to and on behalf of West Oxfordshire District Council

<p>Publica www.publicagroup.uk</p> <p>Jan Britton Managing Director</p> <p>Frank Wilson Group Finance Director</p> <p>Christine Gore Executive Director - Commissioning</p> <p>Sue Pangbourne Executive Director - Service Delivery</p> <p><small>Updated 10/2/2020</small></p> <p>Contract Officer: Giles Hughes 01993 861658</p>	<p>South West Audit Partnership www.southwestaudit.co.uk</p> <p>Lucy Cater Assistant Director</p> <p>Contract Officer: Jenny Poole 01285 623313</p>	<p>GLL (Leisure Management) www.gll.org</p> <p>Jamie Coleshill Regional Director</p> <p>Paul Shearman Partnership Manager</p> <p>Contract Officer: Claire Locke 01993 861334</p>	<p>Ubico www.ubico.co.uk</p> <p>Beth Boughton Interim Managing Director</p> <p>Rob Heath Operations Director</p> <p>Chris Urwin Finance Director</p> <p>Contract Officer: Claire Locke 01993 861344</p>
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Chief Finance Officer/ Deputy Chief Executive

Up to £75,000 per annum

37 hours per week, Permanent, Witney, Oxfordshire

An exciting opportunity has arisen for an established or aspiring Chief Finance Officer to join our innovative team working for West Oxfordshire District Council. You will be the strategic financial lead within the Council and will work closely with Members, the Chief Executive and the rest of the senior management team in delivering the Council's newly adopted and ambitious Council Plan. As the Deputy Chief Executive you will also play a key role in ensuring strong working relationships with key partners and guiding the development of wider strategies and plans. Therefore, the appointment of the new Chief Finance Officer is going to be pivotal in helping the authority achieve its goals.

The post requires an inspirational leader who can not only demonstrate expert financial knowledge but also have a big passion for the sector. If you feel this is you we would very much welcome your CV.

To be successful in the role you will need:

- CCAB recognised accounting qualification and educated to degree level or equivalent
- Experience of providing strategic direction and strong leadership in a previous senior Finance or management role
- Experience of providing advice, information and support to members and external parties with minimal supervision
- Extensive experience of successful strategic financial management, financial planning and budget preparation

Please see the Job Description and Person Specification for further information about the requirements of the role.

Our Benefits

Local Government Pension Scheme, flexible working, family friendly initiatives and flexible benefits package.

Closing date for applications: Sunday 5th April 2020 @ 5pm

We anticipate holding interviews on: Tuesday 21st April 2020

To discuss this position further, please contact Giles Hughes on 01993 861658 or giles.hughes@westoxon.gov.uk For more information please visit www.westoxon.gov.uk

To apply please email your CV with cover letter/supporting statement to the Recruitment Team: join-us@publicagroup.uk If you have any queries please telephone 01285 623319.

We are committed to safeguarding the welfare of vulnerable adults, young people and children. Safer recruitment practices are applied which include providing proof of identity; nationality and immigration status; three years' employment or education history (if applicable) and, in some cases, verification of criminal record. All successful applicants will need to provide evidence of their eligibility to work in the UK.

West Oxfordshire District Council is an equal opportunities employer.





Job description and employee specification

Job title:	Chief Finance Officer	Location:	Witney
Reports to:	Chief Executive	Working hours:	37 hours per week
Job number:	CE003	Salary range:	Up to £75,000 p.a.
Supervises:	Not applicable (the post holder will deputise for the Chief Executive)		
Purpose:	<ul style="list-style-type: none"> To lead and direct the Council's financial strategy and operations, with its service delivery partner Publica taking Section 151 responsibility for ensuring the sound management of the Council's finances and resources. To support and deputise for the Chief Executive in ensuring strong working relationships with key partners, and in providing strategic advice on policy, performance and commissioning, in order to enable the delivery of the Council's priorities, objectives and plans, in an efficient and effective way within the resources allocated. For guidance on the statutory and non-statutory duties associated with this role please see the additional document – CIPFA - The Role of Chief Finance Officer (CFO). 		
Key responsibilities:	<ul style="list-style-type: none"> Ensure that the Council has effective policies and strategies that deliver the Council's priorities and long term financial sustainability. Lead the development of the Council's Medium Term Financial Strategy and the annual budgeting setting process, and budget monitoring processes engaging with Publica staff. Perform the statutory duties of the Section 151 Officer. Support the Chief Executive in developing and maintaining strong relationships with key partners and stakeholders. Input into the Council's commissioning of services, ensuring the services provided by Publica, Ubico and other providers efficiently meet the Council's priorities. Work with the Publica Finance Director to ensure that the objectives set out in the Medium Term Financial Strategy and Council budgets are met. Promote the Council's interests as a shareholder in Publica and Ubico Limited. Develop and maintain positive working relationships with elected members. Promote good governance by upholding high standards of conduct and behaviour and ensuring there is transparency and accountability in decision-making. Ensure that corporate risks are identified and evaluated, and that internal control processes are in place. Support and provide professional advice to the Council, Cabinet, Committees and all Members, to enable them to act in accordance with current legislation and best practice. To act as the Council's Client Officer for internal audit services which are provided by SWAP Internal Audit Services and to support the Chair of the Audit and General Purposes Committee in the role of the Member Board of SWAP Internal Audit Services. 		



	<ul style="list-style-type: none">• To act as the Council's Client Officer for the Counter Fraud Service which is a shared service hosted by Cotswold District Council. This will include representing the Council on the Counter Fraud Partnership Board. <p>Other</p> <ul style="list-style-type: none">• Carry out such other duties as the Council may reasonably require. <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</p> <p>General Accountabilities</p> <ul style="list-style-type: none">• Working to add value to, and be a valued member of the team, and to be valued by customers• The post holder is responsible to maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment• Work in compliance with the Codes of Conduct, Regulations and policies• Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information;
<p>Essential requirements, qualifications, skills and abilities:</p>	<p>Qualifications</p> <ul style="list-style-type: none">• CCAB recognised accounting qualification• Educated to degree level or equivalent <p>Experience</p> <ul style="list-style-type: none">• Extensive post qualification experience at a senior level within an accountancy and audit environment• Experience of providing strategic direction and strong leadership in a previous senior Finance or management role• Experience of providing advice, information and support to members and external parties with minimal supervision• Extensive experience of successful strategic financial management, financial planning and budget preparation• Proven ability to implement and monitor highly effective and efficient financial controls• Experience of preparing and presenting accurate and timely financial statements and comprehensive commentary in accordance with relevant regulations/ guidelines• Experience of report writing and presenting at Committee / Board level and at Corporate Team level <p>Skills</p> <ul style="list-style-type: none">• A high level of skill in working across a broad range of technical accounting subject areas• Ability to interpret and communicate financial information at an advanced level• An ability to interpret and communicate complex financial information in plain English to non-financial managers and members• Ability to work to tight deadlines and meet conflicting demands• Communicates effectively at all levels (excellent verbal and written skills)• Good practical level of IT skills - MS Office• Demonstrate integrity, fairness and high personal and professional standards.• Achieves results through others• Sound management judgement and personal credibility• Is customer focussed, responsive, and co-operative with customers• Proactive and self-motivated• Flexible approach to work



	<ul style="list-style-type: none">• Works together with employees, colleagues and members to resolve problems and implement change initiatives• Ability to work to tight deadlines and meet conflicting demands• Ability to maintain confidentiality in accordance with Data Protection
Desirable requirements, qualifications, skills and abilities:	<ul style="list-style-type: none">• Previous experience of undertaking duties of Chief Finance Officer as set out in section 151 of the Local Government Act 1972• Previous experience of working in Local Government
Special conditions:	<ul style="list-style-type: none">• There may be a requirement to work at other locations to meet the needs of the business• There will be a requirement to attend evening committee meetings• The requirement to travel will be an essential feature of the performance of the above duties• Expected to work reasonable additional hours in line with the needs of the service• You will the need use of a car for work purposes
Date of Issue:	March 2020
Date reviewed:	
Reviewed by	Giles Hughes Job Title: Chief Executive