Job Description

Post title	Assistant Director Finance & Procurement		
Grade	SM4	**JE Reference**	S1001
Directorate	Finance & Investment		
Team	Finance		
Reporting to	Director of Finance & Investment		

Job Purpose

To provide strategic financial leadership to the Mayoral Strategic Authority, ensuring sound financial stewardship, robust governance and effective resource management. The postholder will support, and from time to time, deputise for the Director of Finance & Investment as the principal financial adviser to the Mayor, Chief Executive and senior leadership team. They will support delivery of the Authority's strategic priorities through sustainable financial planning and investment.

Where designated, the role will fulfil the statutory responsibilities of the deputy Chief Finance Officer (section 73 officer).

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

Strategic Leadership

- Develop the Medium-Term Financial Plan (MTFS).
- Support the Director of Finance & Investment, Mayor, Cabinet, Audit and Standards Committee Chair and Chief Executive on all financial matters.
- Develop financial strategies that support devolution settlements, investment programmes and economic growth,
- Communicate the financial implications of strategic decisions to support senior leadership team decision making. Present advise on this topic as required.

Financial Management

- Lead preparation of annual budget and medium-term financial plan.

- Oversea capital programme, treasury management and investment portfolios.
- Ensure effective financial monitoring and forecasting
- Maintain robust financial controls and compliance with accounting standards.

Governance and Assurance

- Provide expert support to the Director of Finance & Investment on compliance with statutory financial duties
- Lead the production of the Statement of Accounts and associated documents
- Lead to day to day relationships with internal and external auditors and manage associated internal controls and audit arrangements
- Promote value for money and continuous improvement

Investment and Commercial

- Support the Head of Investment Programmes in financial aspects of the appraisal of business cases and investment decisions
- Ensure effective management of grants and government funding.

Leadership

- Lead, inspire and develop a high performing finance function
- Build strong relationships with peers at constituent local authorities, government departments; and within auditor and partner organisations
- Champion organisational improvement, the professional development of the team, and digital transformation within finance.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance.
- One team.
- Drive sustainability.
- Make it happen.
- Be inclusive.

Inclusion, Diversity, Equality and Belonging

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

  This post is not subject to a disclosure.

- **Politically restricted**

The North East CA has designated that this post is politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

North East Combined Authority

Person Specification: Assistant Director Finance & Investment

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	• CCAB or CIMA qualified accountant • Evidence of continuing professional development • Eligible to deputise for statutory CFO responsibilities where require	
Experience	• Significant senior finance leadership experience within local government, combined authorities or the wider public sector • Experience leading medium term finance planning • Experience of treasury management, capital financing and investment • Experience advising elected members and executive leadership • Track record of organisational transformation	• Experience in Mayoral Combined Authority, LEP or devolved governance context or as an adviser into such contexts • Understanding of procurement law • Managing external fund managers
Skills and Knowledge	• Local government finance legislation • CIPFA code of practice • Public sector accounting • Devolution funding arrangements • Governance, audit and risk management • Strategic leadership • Political awareness • Excellent communication and influencing • Financial analysis and commercial judgement • Negotiation and partnership working	• Programme and project management

Personal Qualities	• High level of integrity and professionalism • Inspiring people leader • Proactive and results orientated • Resilient and able to work under pressure • Commitment to continuous professional development • Commitment to inclusion, diversity, equality and belonging.	