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| **Service:** | Resources Directorate |
| **Post title:** | Head of Finance and Resources |
| **Grade:** | HoS1 |
| **Responsible to:** | Director of Resources |
| **Staff managed:** | Manages a team of specialist professionals |
| **Date of issue:** | December 2024 |
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| Job context |
| Formed in February 2024 and led by the region’s first elected Mayor the York and North Yorkshire Combined Authority is the delivery vehicle for significant new powers and funding, which together will support communities and economic development across the region for years to come. The newly formed organisation combines the former operations of the North Yorkshire Local Enterprise Partnership, Office of the North Yorkshire Police, Fire and Crime Commissioner and North Yorkshire Fire and Rescue Service alongside new and developing powers and functions that have been secured for the region through devolution.   * As the Combined Authorities Head of Finance and Resources, you will work closely with the Director of Resources (DoR), initially leading on the finance aspects of a major long- term project to bring together the newly combined organisation’s finance and information systems and processes, as well as taking ownership of the day to day provision of financial management advice and support to internal clients and key stakeholders now and into the future. Your role will ensure that the organisation develops and maintains best in class financial and performance systems and reporting and complies with all relevant financial reporting and regulatory requirements. * This role forms the bridge between the strategic and operational and is an outstanding opportunity to make a lasting mark in rapidly growing and ambitious organisation benefitting from exposure to key decision makers across the organisation and its key stakeholders. As the Head of Finance and Resources you will play a key part in shaping the organisation’s future approach to key support functions ensuring a fit for purpose service that underpins the organisation’s goal of ultimately achieving deeper devolution and a more flexible single funding settlement. * Initially you will take responsibility for resources provided under several third-party service level agreements whilst at the same time working with the DoR to scope and implement the changes needed to the systems and processes that are needed to support the Authority’s future target operating model. Initially this role will manage staff on a project/matrix basis with increasing direct management responsibilities as team is developed. |

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| Structure |

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| Job Description | |
| Job purpose | **The role postholder will be responsible for leadership and continual development of a best in class finance and corporate services functions designed to support the needs of the organisation both now and into the future.** |
| Operational management | * Lead provision of financial management advice and support to internal clients and stakeholders, including: * Financial planning and budgeting * Financial management and reporting * Final Accounts * Project support – including investment appraisals and financial modelling and savings tracking, * Value for money reviews * Benchmarking * Service specific returns * Financial horizon scanning * Provide support including financial advice analysis and modelling in support of investment appraisal and business case development. * Monitor and develop key financial controls. * Own and develop key operational performance management processes, reporting and information systems in relation the organisation’s portfolio of programme and project delivery. * Advise the Director of Resources and Leadership team on relevant changing legislation, professional standards, and their implementation. * Work with the Director of Resources, to identify and take all opportunities to drive savings and efficiencies. * Develop, support, and promote a strong results-driven` and customer focused performance culture ensuring the provision of cost-effective, efficient, value-added services in line with identified needs. * Deputise for the Director of Resources as and when required, such as chairing meetings and attending meetings requested by internal clients and key stakeholders (including elected members), attending leadership meetings or other senior management meetings taking decisions on allocating resources to clients in the DoR's absence. |
| Communications | * Lead on communications in respect of all aspects of team functions including with internal and external customers, partners, and wider stakeholders. * Consult, communicate and encourage regular feedback from customers and stakeholders to ensure high levels of customer satisfaction and service improvement. |
| Partnership / corporate working | * Liaise with departmental and delivery leads as necessary to ensure coherency in the production and delivery of internal clients’ budgets. * Provide strategic financial support to senior managers. * Liaise with other senior finance managers, other Finance staff and other support services (such as financial admin and employment support) as required to ensure the coherency of the finance function. * Support and liaise with finance teams as required to ensure that financial support is carried out consistently and effectively. |
| Resource management | * Operational and performance management of external service level agreements currently in place in relation to a number of finance and corporate services. * Advice to the DOR/ Leadership team on the optimal approach to delivering these services into the future and developing a “single organisation” approach from several existing separate and parallel arrangements. * Line manage any staff assigned to the post including taking responsibility for all aspects of staff recruitment, training and development, performance and appraisal. |
| Systems and information | * Systems and process leadership and development. * Support to the DoR in identifying the appropriate finance/ information systems solutions to support the combined organisation, considering current arrangements and the needs of the organisation into the future. * Implementation/ integration of financial management systems for the combined organisation and ongoing contribution to their effectiveness of (including associated disaster recovery arrangements). * Development and ongoing monitoring of key performance management systems in relation to project and programme delivery. * Continually review financial systems within and actively work towards service transformation by continually challenging the status quo and seeking better ways of working, improved value for money, savings and efficiencies. |
| Strategic management | * Lead on relevant legislative changes and development of the service to meet the evolving needs of devolution (within the context of the post). * Ensure that services comply with guidance from government and other key stakeholders that impact upon internal client finances. |
| Safeguarding | * Have an awareness of safeguarding responsibilities and ensuring any issues raised during the teams’ work is escalated as necessary. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Excellent understanding of how professional standards should be applied in order to ensure high standards of probity and organisational effectiveness. * Significant experience of leading an organisation ensuring that there is a sound financial strategy in place. * An understanding of how to evaluate the deployment of resources across the board and actively shape future direction. * Strong leadership skills, with the ability to inspire and manage a team of finance professionals and other staff across departments. * Ability to think strategically and to align financial strategies with organisational goals, ensuring financial sustainability and the effective delivery of services. * Exceptional ability to analyse financial data, identify key insights, and make data-driven recommendations to support decision-making. * Stakeholder Management: Ability to build relationships and influence stakeholders, including senior managers, political leaders, external partners, and auditors. * A strong understanding of commercial finance, and experience in identifying cost-saving opportunities, revenue generation, and financial sustainability in a public sector context. * Ability to make high-level decisions and act decisively under pressure while considering both short-term and long-term financial impacts. | * Oracle financials |
| Experience   * Experience in a senior financial management or leadership role, preferably within the public sector or a similar large, complex organisation. * Experience of leading budgeting cycles. * Strong technical accounting skills including experience of consolidation or business combination. * Experience of working successfully with partners, both internal and external to achieve common goals. * Experience of commissioning financial systems whilst working alongside other system stakeholders to ensure the organisation joins up its business intelligence. * Ability to drive a complex programme through leadership and demonstrate that you have deployed the right leadership approach for the circumstances. * Experience in managing large, complex financial projects or programmes with multiple stakeholders. * Experience of working in local government and knowledge of the CIPFA’s Code of Practice and the Prudential Code for Capital Finance in Local Authorities. * Experience of working in a political environment. * Experience in a senior financial management or leadership role, preferably within the public sector or a similar large, complex organisation. * Proven track record in developing and delivering financial strategies, including budget management, financial forecasting, and long-term financial planning. * Extensive experience in producing financial reports for senior stakeholders, boards, and audit committees, and ensuring compliance with financial regulations and governance standards. * Significant experience in managing substantial budgets, controlling costs, and maximising the efficient use of resources * Knowledge of relevant financial legislation, public sector finance regulations, and accounting standards (e.g., IFRS, CIPFA, local authority financial guidelines). * Demonstrated experience in risk management and applying financial risk mitigation strategies. | * Change management experience, including business combination and integration. * Familiarity with financial systems, digital finance tools, and implementing new technologies in finance functions (e.g., finance management software, cloud accounting, data analytics).   Experience working within a combined authority, local government, or devolved administration.   * Experience in advising senior leadership on public policy and providing financial insights into decision-making processes within the public sector. * Experience in engaging with elected officials, senior public sector leaders, external auditors, and other stakeholders |
| Occupational Skills   * High level Excel skills. * Excellent written and verbal communication skills, with the ability to communicate complex financial concepts to non-financial stakeholders, including elected members, staff, and the public. * Highly Motivated and not easily discouraged. * High level of integrity, ethics, and accountability, with a strong commitment to transparency and public service values. * Ability to thrive in a dynamic and evolving environment, responding to changing financial landscapes, government policies, and funding structures. * A team-oriented approach with the ability to work collaboratively with colleagues, elected officials, external bodies, and other stakeholders. * A meticulous approach to financial planning, reporting, and compliance. * Ability to inspire a culture of financial excellence and strategic growth within the authority. | * Ability to hold a large and diverse audience using creative presentations so all are fully engaged. * Confident in delivering relevant material to members and other key decision makers. |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Hold a CCAB accountancy qualification or one from an equivalent recognised accounting body with evidence of substantial continuing professional development since attaining membership. | * CIPFA qualification |
| Other Requirements   * Able to travel for business purposes across the York and North Yorkshire region and beyond. |  |
| Behaviours   * A deep understanding and commitment to the principles of public service, with a focus on delivering outcomes that benefit communities whilst exemplify the values of the organisation. |  |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.