



Person Specification

Note To Applicants

The points that are marked 'Essential' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'Desirable' are the desirable requirements that enhance a person's capacity to do the job.

Job Title	Executive Director – Finance (Section 151 Officer)
Grade	B3
Directorate	Finance

Criteria

Essential

Qualifications

- Management qualification or degree and /or significant experience in organisational leadership
- Professional qualification CCAB (Consultative Council of Accountancy Bodies) and/or qualified CIPFA (Chartered Institute of Public Finance and Accountancy).
- Membership of one or more professional bodies as set out s.113 of the Local Government Finance Act 1988
- Evidence of continuing professional development.

Background and experience

- Demonstrable successful track record as a Section 151 Officer and/or working at a senior financial leadership level; specifically in the leadership and management of professional finance, audit and risk functions in a public sector context.
- Substantial knowledge and experience of leading financial planning, budget preparation and control, financial risk assessment, management and resolution, statutory accounting, financial systems and control, in a (financially) large and complex organisation.
- Proven experience of providing strategic financial advice and challenge to members and senior leaders.

- Experience of leading organisational/financial change and driving through service improvement.
- A strong background in leading high performing, professional teams.
- A successful track record of effective partnership working, networking and collaboration; developing and maintaining positive and productive relationships with a range of internal and external stakeholders and strategic partners.
- Evidence of experience in driving cultural change and organisational vision and values.
- Experience of operating in a political environment, providing professional advice and guidance to, and building effective working relationships with, senior managers and elected Members.
- Demonstrable experience of developing strategic financial and risk-based policies and plans.

Skills and Knowledge

- Excellent current working knowledge and understanding of local government issues and statutory requirements, with a particular emphasis on financial issues.
- Demonstrable leadership skills.
- Highly developed interpersonal, advocacy and communication skills, with the ability to engage a range of audiences and positively represent the Council.
- Ability to encourage and engender collaborative working and build positive relationships with external agencies, partners and internal and external stakeholders.
- Political awareness and the ability to work successfully within a political environment through effective working relationships with Elected Members.
- Ability to challenge delivery practices and where appropriate, champion and drive alternative solutions that align to the Council's vision and strategy.
- Effective communication skills, including strong report writing and presentation skills.
- Strong management skills, with ability to lead and influence others, make informed decisions and build and maintain successful relationships and networks.
- Strong influencing and negotiating skills.
- Ability to provide challenge to organisational performance to achieve excellence.
- Ability to identify and implement effective systems to monitor performance.

- Highly developed analytical and problem-solving skills, able to work strategically and apply sound judgement
- Detailed working knowledge and understanding of programme and project management methodologies.
- Experience of translating strategy into delivery through plans, programmes, people and culture.

Desirable

- Experience working within a local authority subject to government oversight or formal improvement support.

Review Arrangements
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Steve Park
Role	Interim Chief Executive
Date	20/8/25