

Job title: Executive Director of Finances and Corporate Services (Section 151 Officer)
Directorate: Finance and Corporate Services
Date agreed: May 2024
Grade: PS18

Role Purpose

Lead the council's portfolio of finance and corporate services to ensure effective resource stewardship and strategic goal attainment. Strategically lead financial management, procurement, and governance functions to uphold the highest standards of public probity,

As the S151 Officer for the council, your primary accountability is to ensure the effective financial management and stewardship of public funds in accordance with legal and regulatory requirements, safeguarding the council's financial integrity and ensuring transparency and accountability in financial decision-making.

Empower cross functional teams by fostering a culture of innovation and collaboration, empowering, and enabling high performing teams that are ambitious and outcomes focused. Inspire synergy across functions, driving collective ownership of strategic goals at organisational, directorate and functional level.

Operating context

The county council is entering a period of change in its strategic leadership. A new Chief Executive is joining in August 2024 and the leadership team and structure of our directorates have been reshaped to align to our strategic vision and priorities.

'The Surrey Way' sets out the way we do things at the council. It breaks down our ambitions and objectives, and provides us with a clearer, more joined up picture of what our ways of working should be across three key components:

1. Our Purpose - what we are trying to achieve, our vision and priorities
2. Our Organisation - what sort of organisation we need to be to achieve our purpose
3. Our People - what culture and behaviours we will need to live in order to support this

This role is key in championing and driving The Surrey Way and embedding it across the critical functions under their remit.

As part of the Corporate Leadership team (CLT) the postholder will provide expert professional advice to the Chief Executive, Leader and member portfolio holder(s) and work with other Executive Directors to engage Cabinet, partners, and colleagues across the organisation to set and deliver this strategic vision.

They role model the council's behaviours and leadership expectations, ensuring that all approaches and outcomes are consistent with organisational and public service values, and they work to empower and embed a culture of outstanding performance.

The post holder has direct line management for 7 functional leads who are responsible for over 300 employees.

- Director of Finance - Corporate and Commercial
- Director of Finance - Insights and Performance
- Director of Procurement
- Director of Law and Governance (Monitoring Officer)
- Director of Strategy and Policy
- Chief Internal Auditor

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- Chief of Staff to the Chief Executive

The role also has budget accountability of £56.3m with significant opportunities to influence the wider organisational spend through the initiatives delivered within their portfolio.

Specific Role Accountabilities

Corporate leadership

1. Collaborate with Select Committees to infuse rigorous challenge, foster innovation, and introduce novel ideas into the organisation's strategic agenda, ensuring robust decision-making and forward-looking initiatives.
2. Strategically allocate and deploy resources to achieve corporate objectives while ensuring compliance with statutory and financial obligations, overseeing the implementation of effective systems to manage performance and mitigate risks proactively.
3. Exercise strategic and operational leadership in crisis management as part of the on-call Gold rota, collaborating with local authorities, health partners, and emergency services to ensure a coordinated and effective response to serious incidents.
4. Lead performance management for the council, driving the development of a performance culture and effective use of performance and activity information across the council, to inform good decision making and to drive high levels of performance.

Culture and collaboration

5. Provide inspirational and professional leadership to all staff members, cultivating a culture of excellence, accountability, and performance that drives the delivery of public value and operational efficiency at every level of the organisation.
6. Facilitate effective collaboration across council departments, members, and external partners, orchestrating engagement strategies with residents and stakeholders to nurture a vibrant and cohesive community that thrives on inclusivity, transparency, and shared ownership.

Change and innovation

7. Spearhead transformative change initiatives by leveraging innovation and creativity to develop future-proof delivery models that deliver exceptional value and services tailored to the evolving needs of Surrey residents, positioning the council as a trailblazer in public service delivery.
8. Explore innovative practices and best-in-class approaches nationally and internationally, identifying opportunities to enhance outcomes for Surrey's residents by adopting cutting-edge methodologies and adapting global best practices to local contexts.

Strategic functional leadership and delivery

9. Provide strategic leadership and direction to the Directors within Finance and Corporate Services. Through and with them, inspire, lead and motivate a large, multi-skilled professional workforce to deliver significant and impactful services and ensure the highest standards of performance and delivery.
10. Ensure the stewardship of corporate services, that high standards of financial management are demonstrated across the council, and that effective arrangements are

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in place to meet legislative and statutory requirements in relation to financial management, reporting and internal control.

11. Provide strategic oversight and direction to the council's overall strategic planning, ensuring that capability, capacity, and resources are aligned to the delivery of agreed priorities.
12. Oversee the council's procurement, commercial and strategic commissioning activities, to ensure strategic and operational objectives are met and effective frameworks are in place.
13. Oversee development of the wider corporate audit and risk strategy for the council, ensuring that all parts of the organisation are managing risk effectively and that this is monitored and reported regularly.
14. Ensure that the highest standards of modern governance are in place across the council and that sound and timely legal advice, that recognises and responds to risk, is given to the Chief Executive, Leader, political groups and other members and officers as appropriate, via an effective Law and Governance function.
15. Oversee the council's strategy development and policy capabilities to provide senior leadership with information and tools for strategic decision making and planning and ensuring that strategies are effective and meaningful in their development and execution.

Leadership Accountabilities

1. Lead by personal example and champion compassion and diversity, working inclusively with diverse stakeholders and delivering equitable services for residents that respect and value difference.
2. Lead and inspire staff and stakeholders, in line with the council's leadership values and accountability, promoting a culture of ambition, performance excellence and accountability aligned to public values and The Surrey Way.
3. Shape and deliver the council's guiding mission and strategic vision in collaboration with Cabinet, partners, and leadership to drive sustainable public service reform plans for the directorate and the organisation.
4. Innovate for efficient and dynamic future delivery models, proactively collaborating with others to improve outcomes for Surrey residents.

To operate effectively in this role, you will need

1. Recognised accountancy qualification, e.g. CIPFA, CIMA, ACCA, with the relevant professional qualifications required to fulfil the role of the council's Section 151 Officer.
2. Substantial and robust senior management experience in a large and complex business environment.
3. Extensive knowledge of the operating context and issues facing local government and the wider economy as well as within the designated functional areas.
4. Substantial knowledge of policy, practice and delivery in the services covered by the Finance and Corporate Services Directorate.

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5. Demonstrable experience as an exemplary people leader able to provide visible and dynamic leadership and embed a culture of performance excellence and accountability.
6. Credibility and an authoritative and influential approach, able to collaborate across service and organisational boundaries to drive innovation.
7. Politically astute at the highest level and able to work and deliver complex policy areas in a political environment.

Other requirements

8. Politically restricted officer post.
9. On call - be available if required to maintain key service delivery and in the event of a serious incident.

Reason for evaluation

This is a new CLT role created as part of a restructure of the Corporate Leadership Team and organisation of directorate functions in May 2024.