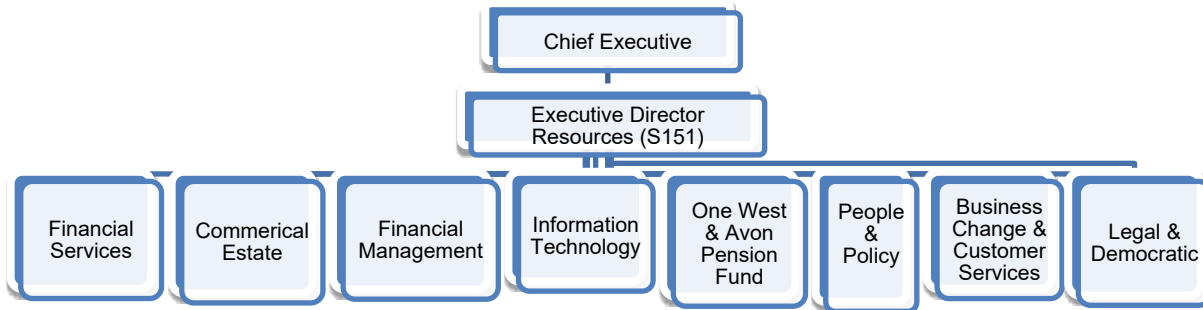


<b>POST TITLE:</b> Executive Director – Resources (S151)	<b>GRADE:</b> Spot salary <b>PROFILE:</b> Executive Director I <b>POST NO:</b> TBC	This schedule needs to be read in conjunction with the role profile.
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**SUMMARY OF PURPOSE**

The Executive Director Resources is responsible for the strategic leadership of the councils enabling and support functions, ensuring that timely and appropriate advice, information and reporting is provided across the council. This role includes holding the statutory role of the Council’s S151 Officer – the most senior financial officer role charged with leading and directing financial strategy & operations.

**ORGANISATION CHART AND STAFFING (to be confirmed in early 2024)**      **FINANCIAL DIMENSIONS**



£

<b>Staffing Costs</b>	27,770,731
<b>Gross expenditure</b>	89,523,862
<b>Gross Income</b>	(69,952,695)
<b>Net Budget</b>	19,571,167



Total compliment of 690 staff (536 FTE) (including casuals staff)  
Cross Functional project management of staff.

Accountable for delivery of allocated income growth and savings targets.

## SERVICE PORTFOLIO

- Financial management including government grants, capital financing, treasury management, taxation and returns.
- Financial Services including income collection, payments, insurances, social care client finance, revenues and benefits.
- Avon Pension Fund.
- One West
- IT Services.
- Business Intelligence
- Corporate services
- Commercial Estate
- Procurement
- Business Change
- Customer Services & Libraries
- People and Policy Services, including Human Resources & Organisational Development (HR & OD) service including payroll, Health, Safety & Wellbeing and Strategy, Engagement & Marketing.
- Legal & Democratic Services.
- Framework for budgets and accounts.
- Financial arrangements for Council owned companies (client).
- Maintenance of pooled budget arrangements with ICB, ring fenced budgets for public health and schools, financial relationship with Brunel Pensions, WECA, and other levying & precepting bodies.
- Reporting to Audit Committee, Pensions Committee, Pensions Board, PDS panels as required, Cabinet and Council.
- Financial governance including the Council's Budget Management Scheme and relationship with external auditors.
- Chair Capital Strategy Group.

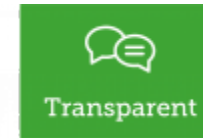
## SPECIFIC ACCOUNTABILITIES

- Member of the Senior Leadership Team
- Medium term financial strategy and annual balanced budget for the Council and Avon Pension Fund.
- Investment planning and strategy.
- Financial reporting and monitoring.
- Financial input and co-ordination linked to annual operational plans.
- Framework for audit and risk management plus Annual Governance Report
- Active participation in leadership and governance.
- Compliance with relevant professional financial codes and legal duties.
- Key professional adviser to the Chief Executive, Cabinet and Council on all financial matters.

## SPECIFIC QUALIFICATIONS, TRAINING, EXPERIENCE OR KNOWLEDGE REQUIRED

- Recognised accountancy qualification with significant post-qualification relevant experience at a senior management level.
- Successful record of leadership and management of a large multi-disciplinary finance service encompassing a range of support services within a public sector organisation.
- Extensive experience of managing, setting and monitoring budgets and financial management information, including developing and using management information.
- Experience of managing a large capital programme is desirable.

- Adviser to the shareholder on financial aspects of commercial matters including Aequus Developments Ltd.
- The CIPFA guide to the role of the chief finance officer in local government sets out the duties of the professional aspects of the role in detail.
- To ensure that appropriate, efficient and effective legal and democratic services are provided in order to progress the Council's strategies and objectives, ensuring statutory duties are met.
- To ensure the effective organisation of elections and referenda within statutory requirements.



Date: November 2023