



## Role description

<b>Post:</b>	<b>Chief Finance Officer (Section 151 Officer)</b>	<b>Scale:</b>	Allowance
<b>Service:</b>	n/a	<b>Date:</b>	Jul 2023

### Purpose:

To carry out duties under Section 151 of the Local Government Act 1972 and Section 114 of the Local Government Finance Act 1988 overseeing financial management standards and strategic financial planning.

### Key relationships:

<b>Responsible to:</b>	Chief Executive
<b>Responsible for:</b>	n/a
<b>Liaison with:</b>	Members, Senior Management Team, managers and staff

### Key objectives:

- (a) Ensure that the financial affairs of the Authority are properly administered and that financial regulations and instructions are observed and kept up to date. Including but not limited to:
  - compliance with the statutory requirements for accounting and internal audit.
  - ensuring the authority's (and ultimately its members') responsibility for securing proper administration of its financial affairs.
  - proper exercise of a wide range of delegated powers both formal and informal.
  - responsibility for managing the financial affairs of the authority in all its dealings.
  - recognition of the fiduciary responsibility owed to the public.
- (b) Help the Senior Management Team to develop and implement strategy and to resource and deliver the Authority's strategic objectives sustainably and in the public interest.
- (c) Inform and influence all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered, and alignment with the Authority's overall financial strategy.
- (d) Promote and deliver good financial management by the whole Authority so that public money is safeguarded at all times and used appropriately, economically, efficiently, and effectively.
- (e) Lead and direct a finance function that is resourced to be fit for purpose.

### Requirements of the role holder

CFOs must be professionally qualified and suitably experienced.

The Local Government Finance Act 1988 requires that the CFO must be a member of one of the following bodies in order to qualify as a responsible officer:

- the Institute of Chartered Accountants in England and Wales,
- the Institute of Chartered Accountants of Scotland,
- the Chartered Association of Certified Accountants,
- the Chartered Institute of Public Finance and Accountancy,
- the Institute of Chartered Accountants in Ireland,
- the Chartered Institute of Management Accountants, and
- any other body of accountants established in the United Kingdom and for the time being approved by the Secretary of State for the purposes of this Section.