

## Job Description

<b>Job title:</b>	<b>Assistant Director - Group Finance</b>	
<b>Grade:</b>	<b>Grade 15</b>	<b>Post number: 002498</b>
<b>Directorate:</b>	<b>Resources</b>	
<b>Unit:</b>	<b>Finance</b>	

### Job purpose

To lead on the development of the Mayor's component and consolidated budgets for the GLA Group, their capital investment plans and prudential borrowing limits in conformity with statutory and recommended practice.

To be responsible for the provision of treasury management services to the GLA and those Functional Bodies participating in the GLA's shared treasury service.

To be responsible for managing the relationship with the London Pension Fund Authority.

To lead and participate in a range of high profile projects and provide advice to the Mayor, London Assembly Members, the London Enterprise Panel and senior managers on financial matters.

### Principal accountabilities

1. Lead and motivate a team of expert professional staff providing financial services in accordance with GLA policies and provide a link between the team and the Executive Director of Resources.
2. Lead on the development and implementation of the financial strategy necessary to deliver the Mayor's strategic objectives. This includes managing robust statutory annual budget and capital programme processes to secure financial balance on services and programmes costing in excess of £16 billion a year, and managing the greater financial inter-dependency and shared financial risks introduced across the GLA Group by the Local Government Resource Review.
3. Establish, develop and maintain close relationships with senior staff in the functional bodies to review and develop medium and long-term financial strategies which offer synergies and opportunities for maximising financial impact and efficiencies across the GLA Group.
4. Oversee and manage the provision of treasury management services to the GLA and those functional bodies participating in the GLA's shared treasury service. This includes providing strategic advice to the Mayor on the GLA's debt portfolio of c£4bn and GLA Group-wide prudential borrowing requirements.
5. Represent the Authority in negotiations concerning funding and other related local government finance issues with central government and with key stakeholders e.g., functional bodies, London Councils and London boroughs.

6. Take forward the outcomes of the London Finance Commission and be the financial lead on Enterprise Zones.
7. Lead on the provision of the GLA's own insurance requirements.
8. Lead on the relationship with the London Pensions Fund Authority including responsibility for Board appointments, strategic policy and budget.
9. Establish and maintain close collaborative working with the Head of Financial Services to ensure Business Accountants and other finance staff are deployed effectively across the wider Finance Unit.
10. Provide a range of complex and sensitive financial advice and high quality information to the Mayor, Assembly members and senior officers on financial matters relating to the GLA and Functional Bodies, including the budgeting of major programmes and projects, policy options for sources of funding and responses to government on local government finance issues.
11. Support the Executive Director of Resources in the exercise of the financial administration and stewardship of the GLA in respect of the above duties, deputising for the Executive Director in respect of these duties in his or her absence.
12. Manage staff and resources allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards and to input at a management level to the development of the finance function.
13. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of the job and participating in multi-disciplinary, cross department and cross-organisational groups and team tasks.

## **Key relationships**

**Accountable to:** Executive Director - Resources

**Accountable for:** 1 x Senior Group Finance Manager (Grade 13), 1 x Group Treasury Manager (Grade 12), 1 x Group Finance Manager (Grade 12), 1 x Financial Analyst (Grade 10), 1 x Accountant Treasury Services (Grade 8), 1 x Treasury Assistant (Grade 6).

**Principal contacts:** Mayor, Assembly Members, Mayoral Advisors, senior GLA staff, senior functional body staff, senior civil servants and external partners.

## **Person specification**

### **Technical requirements/experience/qualifications**

1. Full membership of a professional accountancy body.
2. Extensive knowledge and experience of management accounting in a large public sector organisation.

## **Behavioural competencies**

### **Building and managing relationships**

... Is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

#### Level 4 Indicators of effective performance

- Identifies and engages a diverse range of influential contacts within stakeholder and community groups and partner organisations
- Builds alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights
- Actively challenges and addresses 'silo attitudes' to encourage effective relationship building inside and outside the GLA
- Understands the complexities of political dynamics and uses this to manage relationships and resolve conflict effectively
- Identifies clear win-win situations with external partners

### **Communicating and influencing**

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

#### Level 4 Indicators of effective performance

- Articulates self with credibility and conviction, encouraging buy-in to corporate position
- Influences the thinking of other organisations, encouraging them to deliver in line with the GLA
- Ensures that the organisation communicates inclusively with staff and external stakeholders
- Acts as a credible and convincing spokesperson and negotiator for the GLA
- Instils a corporate commitment to accessible communication

### **Planning and organising**

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

#### Level 4 indicators of effective performance

- Takes accountability for monitoring delivery of the GLA's commitments
- Uses quality assurance processes across the organisation as a feedback mechanism to improve performance
- Takes responsibility for ensuring tools and techniques are available for the effective management of programmes
- Realigns GLA objectives to respond to changing external & internal agendas
- Uses feedback from all sectors as a performance measure for GLA work

### **Decision making**

... is forming sound, evidence-based judgements, making choices, assessing risks to delivery and taking accountability for results

#### Level 4 indicators of effective performance

- Makes difficult decisions for the long term benefit of the organisation
- Presents and instills confidence in strategic decision-making
- Consults stakeholders early in critical organisation-wide decisions
- Stands by the decisions and actions of the GLA

- Accepts and promotes accountability for the GLA's decision making
- Ensures the organisation balances effective risk management with the need for timely actions

### **Problem solving**

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions

#### Level 4 indicators of effective performance

- Seeks multiple perspectives to understand the breadth and depth of complex issues
- Produces strategies to solve organisation-wide problems, considering the practical and political concerns associated with the implementation of solutions
- Enables the GLA to continuously improve and innovate in the long term
- Problem solves jointly with others to stimulate innovation
- Turns ambiguous or difficult situations into opportunities

### **Responsible use of resources**

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

#### Level 4 Indicators of effective performance

- Explores different options for funding and income generation
- Sets budgets, understanding current costs and challenging teams to deliver greater efficiency
- Monitors resource allocation across the organisation, ensuring the GLA works within budget and resources
- Ensures the GLA procures and uses resources fairly and responsibly and with regard for environmental efficiencies
- Leads initiatives to identify and deliver efficiencies across the GLA group and through partnership working

### **Organisational awareness**

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

#### Level 4 Indicators of effective performance

- Focuses on the needs of Londoners, promoting organisational awareness of how they impact GLA priorities
- Anticipates and responds appropriately and professionally to political pressure, inspiring confidence and trust from politicians
- Shapes senior stakeholders' perceptions of the GLA, using their influence to support the GLA agenda
- Influences Londoners' perceptions of the GLA, using the Media where appropriate
- Leads the organisation by setting the highest standard in upholding integrity and ethical behaviour

### **Managing and developing performance**

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

#### Level 4 indicators of effective performance

- Motivates and inspires others to perform to their best, recognising and valuing their work and encouraging them to learn and reflect
- Sets clear direction and expectations and enables others to interpret competing priorities
- Agrees and monitors challenging, achievable performance objectives in line with GLA priorities
- Manages performance issues effectively to avoid adverse impact on team morale and performance
- Promotes a positive team culture that respects diversity and deals with barriers to inclusion

*Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.*