

Job Description

Job title:	Head of Financial Services	
Grade:	Grade 14	Post number: 002499
Directorate:	Resources	
Unit:	Finance	

Job purpose

To effectively lead and manage the Financial Services Team in the provision of expert financial services, including accounting, financial planning and taxation services, to the GLA in conformity with statutory and recommended practice.

To lead on the development of the Mayor and Assembly component budgets and the GLA's capital investment plans.

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

Principal accountabilities

1. Lead and motivate a team of expert professional staff to provide financial services in accordance with GLA policies and provide a link between the team and the Executive Director of Resources. Establish and maintain close collaborative working with Assistant Director of Group Finance and ensure Business Accountants and other finance staff are deployed effectively across the wider Finance Unit.
2. Lead on the development of the revenue budget and capital programme for the Mayor and Assembly. Provide management accountancy services to ensure effective monitoring and control of the approved revenue budget and capital programme reporting key issues to the Mayor and Assembly as part of the Authority's performance monitoring framework.
3. Maintain and keep under review a medium-term forecast of the Authority's capital and revenue resources and financial commitments to help determine the GLA's Budget Strategy, and maintain a forecast of the GLA's capital receipt sharing obligations.
4. Provide a range of complex and sensitive financial advice and high quality information to the Mayor, Assembly members and senior officers within the GLA on financial matters relating to the GLA, including representing the GLA in negotiations with Government concerning the its Funding Settlement and other related issues.
5. Lead on the closing of the Authority's accounts in a timely manner.
6. On behalf of the Executive Director's of Resources act as the principal financial adviser to the Executive Director of Housing and Land. Ensure that relevant tax advice is available at the point of decision on relevant land and property transactions.

7. Support the Executive Director of Resources in the exercise of the financial administration and stewardship of the Authority in respect of the above duties.
8. 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.
9. 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 Chief Accountant (Grade 12), 1 x Principal Revenue Accountant (Grade 11), 1 x Capital Accountant (Grade 10), 1 x Technical Accountant (Grade 10), 2 x Grade 9 Accountants, 5 x Grade 8 Accountants, 1 x CIPFA Graduate Trainee and 3 x Grade 6 Accountants.

Principal contacts: Mayor, Assembly Members, Mayoral Advisors, senior GLA 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.