

CORPORATE SERVICES DIRECTORATE

HEAD OF FINANCE AND CORPORATE OPERATIONS **(Permanent; Full time (37.5 hrs per week; though 30 hrs/week will be considered); Band F)**

Based in Grantown on Spey with flexible home working

Purpose

As a Head of Service, your role is to lead, develop and inspire your staff to make their contribution to the delivery of the National Park Partnership Plan, and Corporate and Operational Plans in an enthusiastic, dedicated, efficient and professional way. You will take lead responsibility for managing a programme of work to deliver over time a series of agreed outcomes within the National Park Authority's Corporate Plan. You will be accountable for direct managerial control of staff and financial resources. You will take lead responsibility for identifying dependencies whereby successful delivery of your programme of work will require input and/or delivery of outputs from elsewhere in the organisation and take a lead on required internal communications and negotiations required to secure resources required from other areas of the organisation. As part of the Senior Management Team and Operational Management Group, you will collectively be responsible for taking forward the delivery of the Corporate and Operational Plans and the organisation's Communications and Engagement Strategy.

Programme purpose and Job focus

To head the Finance, Information and Communications Technology (ICT) and Corporate Governance functions of the Authority, working with the Director of Corporate Services & Deputy Chief Executive in taking a lead role for:

- Developing and implementing medium term financial plans and annual budgets to maximise use of available financial resources in each financial year and deliver "break even" outturn positions;
- Leading on the design and delivery of effective management accounting processes, ensuring budget holders have clear, comprehensive, and timely information on their financial management and budgetary position;
- Lead on ensuring the Cairngorms NPA accounting software is secure, robust, and effective in holding accurate accounting records and in producing all required financial reporting and financial management information;
- All aspects of financial policy and procedure development and implementation within the Authority, and provision of financial management advice to staff and board members;
- Developing and ICT and Data Management Strategy and implementing that strategy through agreed operational and project plans;
- Supporting all aspects of the Authority's corporate governance arrangements including advising on the Code of Conduct; Board and Committee Standing Orders and board and committee terms of reference;
- Leading development and implementation of the Authority's effective, efficient and robust approaches to procurement;
- Manage the Authority's responsibilities under the Freedom of Information (Scotland) Act and Environmental Information Regulations, in addition to other aspects of corporate and statutory reporting;

- Lead the Authority's approach to development and implementation of environmental and carbon accounting;
- Work closely as a member of the Corporate Directorate Management Team, alongside the Head of Organisational Development and the Director of Corporate Services & Deputy Chief Executive in collectively managing effective, efficient, professional and valued corporate services across the organisation; and,
- Maximising the efficiency and effectiveness of the organisation in delivering its Corporate/Operational Plans, and make sure this is coordinated, monitored, measurable and can be explained to others.

Responsibilities

- Outcome Planning – you will
 - With Management Team and Board direction, contribute to and advise on development of outcomes, benefits and scope of the Corporate Strategy and Corporate Plan Programmes, assisting in shaping the organisation's work and future direction.
 - Take responsibility for the development of series of programmes of activity designed to deliver over time the agreed outcomes set out in the Corporate Plan.
 - As one of a group of Heads of Service, develop and deliver an annual Operational Plan for each financial year, with each operational plan making clear, identifiable and measurable contributions to the Authority's Corporate Plan outcomes.
 - Be held accountable for management of programmes' and delivery of planned deliverables and benefits, managing key delivery risks and making clear recommendations to Senior Management and Board as necessary on actions required.
 - Have significant input, and at times take the creative lead, in developing solutions and developing strategies for achieving the organisation's objectives.
 - Prioritise activities within the programmes and obtain sign off from Management Team and Board.
 - Work with specialists in the organisation and relevant external partners to establish delivery mechanisms in response to new government policy or targets.
 - Keep abreast of developments in relevant political, social, economic and natural environments to enable effective ongoing planning and management.
 - Build co-operation between the teams delivering your programmes to promote unity and common direction.
- Stakeholder Engagement - you will
 - Build strong and effective stakeholder relationships and partnerships with identified organisations.
 - Negotiate with and influence partners in government, NGOs and the third sector to deliver programme targets and outputs and deliver each programme's expected contribution to Corporate outcomes.
 - Liaise with other programme managers to ensure common and consistent approaches between the Authority and each delivery partner.
- Resource Planning and Reporting - you will
 - Be responsible for pulling together the resources to deliver your programme of work and anticipate future requirements.

- Negotiate allocation of required staff resource input from other teams across the Authority to deliver agreed outcomes.
 - Maintain commitment to delivery of programmes of work from staff throughout the organisation, and in particular from those staff drawn from teams not in your direct line of control, in order to deliver programme objectives.
 - Have direct authority over programme expenditure within scheme of delegation levels, and influence the allocation of staff time by setting priorities.
 - Develop meaningful and measurable Key Performance Indicators (KPIs) to demonstrate performance of the programme and its contribution to strategic and national outcomes, and participate fully in delivery of wider corporate performance reporting.
 - Ensure staff appraisal and assessments are carried out as required under the Authority's policy and procedures.
- Programme Budgets - you will
 - Be responsible for defining and agreeing (with Management Team and Board) an allocation of funding to achieve programme outcomes, managing the programme budget, and providing assurance and reporting on outturn.
 - Be accountable for the use of assigned budgets, including ensuring appropriate approvals are in place for expenditure in line with the Authority's scheme of delegation, taking appropriate procurement routes in commissioning work, and approving /certifying expenditure.

Person Specification - Knowledge, experience and training

ESSENTIAL

- The post-holder must be either a finance or ICT professional, holding either a CCAB accountancy qualification or a professional ICT qualification,
- The post-holder must show a demonstrable capacity to establish strategic plans and lead teams across both finance and ICT disciplines;
- The post-holder must have experience of managing staff, and demonstrable ability to lead, motivate and develop staff in a multi-disciplinary team;
- The post-holder must have the capacity to work autonomously of frequent senior management supervision;
- The post-holder must be able to demonstrate ability to make sound judgements on the handling of controversial and sensitive issues;
- The post holder must have an understanding of programme management principles, and in particular be sensitive to and have demonstrable experience of managing issues around programme resourcing where elements of finance and staff resource required, or where delivery of some required outputs, may be dependent on the cooperation of other managers within the organisation;
- The post-holder must have demonstrable expertise and knowledge of their programme area and evidence the skills and experience to support their delivery of the role;
- The post-holder must be articulate, with excellent interpersonal and communication skills; and,
- Full UK driving licence or access to a driver if disability prevents driving.