

Job Description

Job Title:	Head of Finance		
Grade:	13	Post No:	OPDC-HOF
Directorate:	Finance, Corporate Operations		

Job Purpose

The Old Oak and Park Royal Development Corporation (OPDC) is looking for an aspiring and professional Head of Finance to join its finance team.

Work in partnership with OPDC Directors and senior managers to achieve strategic objectives through the provision of high-quality strategic Finance advice, direction, insight and support. Building strong relationships with GLA finance colleagues.

The Head of Finance will lead the financial accounting for OPDC and its subsidiaries across all dimensions, including the capital programme, income and grant streams and acquisitions and disposals. Produce Consolidated Annual Report and Accounts, working closely with external auditors, ensuring the highest quality output.

The Head of Finance will also lead the financial management of all capital finance and cash management as well as the tax, dividend and banking arrangements across the group. They will be responsible for ensuring a strong financial control environment and managing the finance system shared service provision.

Principal accountabilities

- Lead the Corporation's accounting team and its financial management systems to support the efficient, transparent, and accountable operation of all its business functions, ensuring value for money in all its business areas and an effective financial management and control environment exists.
- Develop and maintain strong relationships with directorate leaders and gain sufficient knowledge of the affairs of the directorate to be able to answer financially focussed questions at a corporate level.
- Advise and challenge strategic decisions ensuring stakeholders are fully aware of the financial impact, providing accurate management information to enable evidence-based decision making.
- Develop and offer innovative finance solutions to strategic issues based on specialist expertise and knowledge of the business area and advise directorate colleagues on appropriate accounting treatment ensuring that professional and corporate standards are upheld across the group.

- Lead on the key requirements of the annual financial cycle e.g. final accounts, internal and external audit, grants management, major projects, asset accounting, group tax and dividends and capital programmes
- Lead on the corporation's banking and financing arrangements, maintaining relationships with key stakeholders such as London Treasury and our banking providers.
- Lead on the control of cash management ensuring there are sufficient resources to fund operations as well as the long-term model and planning for the wider regeneration programme.
- Lead the banking and tax arrangements across the group, minimising risk and ensuring the best use of group resources.
- Embrace and advocate the drive to improve finance systems and processes, representing the needs of the business area/s in those development discussions.
- Represent the OPDC on finance issues in its dealings with the GLA on performance reporting and annual budget submissions, to ensure that maximum benefit is derived for the OPDC through full participation and exchange of ideas and information.
- Manage and co-ordinate the preparation of the Group Annual Report and Accounts with external auditors to ensure timely and accurate information is provided to enable timely audited accounts.
- Work closely with the Governance team to ensure the highest standards of preparation for Board and Committee meetings, with leading role for agendas and papers for the Corporation's Audit and Risk Committee.
- Monitor performance of the finance shared service arrangements with the wider GLA group colleagues, ensuring value for money and effective performance.
- Realise and promote the benefits of London's diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London's communities.

Key contacts:

CEO, Executive Director of Delivery, Director of Communication and Engagement, Director of Planning, Head of Business Partnering, GLA Group Finance, London Treasury, Internal and External Auditors

Accountable to:	Executive Director, Corporate Operations & Chief Financial Officer
Accountable for:	Accountant, Senior Finance Officer

Technical Requirements

- CCAB qualified (or equivalent) with up to date with CPD
- Extensive experience of working in the financial management function of a large/medium and complex organisation
- Experience of managing and developing staff to perform at a strategic level
- Significant experience of providing credible professional advice, challenge and innovative solutions to senior stakeholders
- Experience of implementing improvements to finance systems and processes
- Experience of presenting technical / complex financial information (orally and in writing) clearly and concisely to non-technical senior stakeholders
- Intermediate Excel and experience of interrogating financial systems
- Experience of preparation of a consolidated annual report and accounts under the CIPFA code for local government would be an advantage.

Behavioural Competencies

Stakeholder Focus

...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 3 indicators of effective performance

- Understands diverse stakeholder needs and tailors team deliverables accordingly
- Is a role model to others, encouraging them to think of Londoners first
- Manages stakeholder expectations, so they are high but realistic
- Removes barriers to understanding the needs of diverse stakeholders, including hard to reach groups
- Focusses own and team's efforts on delivering a quality and committed service

Strategic Thinking

....is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 3 indicators of effective performance

- Translates OPDC vision and strategy into practical and tangible plans for own team or delivery partners

- Consistently takes account of the wider implications of team's actions for the OPDC
- Encourages self and others to think about organisation's long-term potential
- Informs strategy development by identifying gaps in current delivery or evidence
- Takes account of a wide range of public and partner needs to inform team's work

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 3/4 indicators of effective performance

- Understands and recognises the contributions that staff at all levels make to delivering priorities
- Proactively manages partner relationships, preventing or resolving any conflict
- Builds alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights
- Actively challenges and addresses 'silo attitudes' to encourage effective relationship building
- Understands the complexities of political dynamics and uses this to manage relationships and resolve conflict effectively

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 3/4 indicators of effective performance

- Articulates self with credibility and conviction, encouraging buy-in to corporate position
- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver OPDC priorities
- Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
- Advocates positively for the OPDC both within and outside the organisation

Managing and Developing performance

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

Level 3 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 OPDC 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

Responding to Pressure and Change

... is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 3 indicators of effective performance

- Clarifies direction and adapts to changing priorities and uncertain times
- Minimises the pressure of change for the directorate, lessening the impact for the team.
- Uses change as an opportunity to improve ways of working, encouraging others' buy-in.
- Keeps staff motivated and engaged during times of change, promoting the benefits.
- Takes ownership for communicating change initiatives clearly, ensuring smooth implementation.

Planning and Organising

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 3 indicators of effective performance

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery
- Ensures evaluation processes are in place to measure project benefits.
- Gains buy-in and commitment to project delivery from diverse stakeholders.
- Implements quality measures to ensure directorate output is of a high standard.
- Translates political vision into action plans and deliverables

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 OPDC to continuously improve and innovate in the long term
- Problem solves jointly with others to stimulate innovation