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Ask for: Peter Sass  
Your Ref:  
Our Ref:  
Date: 10 February 2015

Dear Member

**COUNTY COUNCIL - THURSDAY, 12 FEBRUARY 2015**

Unfortunately we have identified some inconsistencies between the County Council report and the appendices.

The appropriate amendments have been made to two documents and the new versions are attached.

Appendix C – Head of Paid Service Structure Chart (replaces page 73 in the Blue Book)

Appendix D – Corporate Director – Finance and Procurement (replaces pages 77 & 78 in the Blue Book).

The table below outlines the changes made.

Page No	Document	Changes made
39	Functional responsibilities table	Under General Counsel, Deputy Lord Lieutenant should be changed to Clerk to the Lord Lieutenant

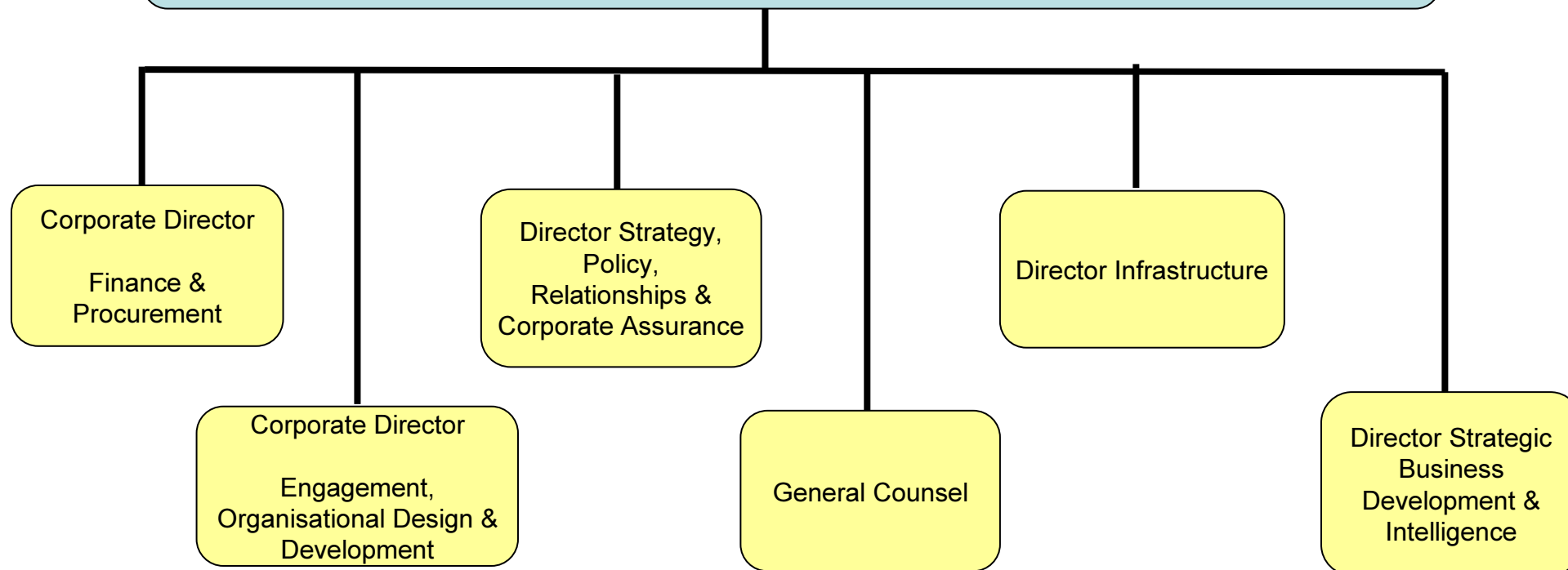
73	Overall Directorate Structure Chart	Corporate Director – Engagement & Organisational Development changed to Corporate Director – Engagement, Organisational Design & Development
73	Overall Directorate Structure Chart	Director – Strategy, Policy, Partnerships & Corporate Assurance changed to Director – Strategy, Policy, Relationships & Corporate Assurance
77	Job Description – Corporate Director – Finance and Procurement	Corporate Director – Finance and Procurement Development changed to Corporate Director – Finance and Procurement

Please accept my apologies for any inconvenience caused  
Yours sincerely



**Peter Sass**  
**Head of Democratic Services**

# Head of Paid Service



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## Kent County Council

### Job Description:

## Corporate Director – Finance and Procurement

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**Directorate:** Strategic and Corporate Services

**Grade:** KR18

**Responsible to:** Head of Paid Service

### **Job Purpose:**

Corporate responsibility for the management and administration of the Council's finances and the continuous improvement of the efficient use of financial resources across the Council to ensure the effective control of the Council's revenue budget and its capital programme in order to enhance the overall value for money to customers, citizens and taxpayers. Commission any required financial services ensuring cost effectiveness, efficiency and responsiveness

### **Accountabilities**

Corporate Directors will work within the KCC Corporate Responsibilities for Senior Officers. In addition, as members of the Corporate Management Team and working closely with Cabinet Members, Corporate Directors will work together to enable corporate responsiveness to elected members; secure the best approach to resource stewardship for the council's budget and finances; ensure that overall management attention, effort and controls are commensurate to risk and opportunity across the council's functions and activities; and enhance the reputation of Kent as a place as well as Kent County Council as the democratic agent of change in the region.

Create options and strategies to develop the corporate financial framework to enable the Council to prioritise and utilise its financial resources to the greatest effect and ensure activity and process comply with Government regulations and legislation.

Provide expert advice to the Pensions Committee and ensure the delivery of an effective fund management service/function to the Pensions Authority.

Ensure the Council has effective arrangements for its internal financial controls and a coherent plan for the management of risk and its audit function.

Act as Section 151 officer on behalf of the Council and Head of Profession to provide direction, leadership and guidance to staff in the Finance function and ensure the improvement and implementation of Finance standards across the Council and partner organisations.

Lead the development and implementation of the Council's corporate procurement strategy for ensuring that procurement processes and procedures obtain value for money and are delivered to the optimal quality and that efficiency is driven across all Council procurement activity.

Actively review all services provided by this post to identify the 'right source' for their future delivery including consideration of outsourcing, co-sourcing or in-sourcing to ensure the most effective and efficient delivery methods are employed.

Actively monitor and challenge the financial implications in all projects and programmes operating within the council.

Lead and develop any commissioning of finance services for the council and act as Client for all commissioned services in these areas.

Act as Client for all commissioned finance services.

*This job description sets out the accountabilities specific to the role. These should be read in conjunction with the Corporate Responsibilities that apply to the Corporate Director and Director roles.*