

## Kent County Council

### Job Description:

## Corporate Director – Finance and Procurement (Section 151 Officer)

Date: November 2013

---

<b>Directorate:</b>	<b>Strategic and Corporate Services</b>
<b>Division:</b>	<b>Finance and Procurement</b>
<b>Grade:</b>	<b>KR18</b>
<b>Responsible to:</b>	<b>Corporate Director – Strategic and Corporate Services Member of the Corporate Management Team</b>

### **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.

### **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.

Work as part of the Corporate Management Team to take early action if performance against corporate objectives is less than excellent.

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.

The post holder has direct access to the Head of Paid Service, Cabinet and Members in order to fulfill their statutory function.

*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.*

### **Services**

Audit and Risk  
Financial Services  
Finance Business Partners  
Financial Management  
Strategic Finance  
Procurement