

## JOB DESCRIPTION

**Job title:** Head of Finance and Corporate Services  
**Directorate:** Chief Executive  
**Grade:** 10

### JOB CONTEXT / DIMENSIONS/ RELATIONSHIPS:

**Reports to:** Chief Executive  
**Manages:** Corporate Services team  
**Liaison with:** All stakeholders internal and external

### JOB PURPOSE:

- Provide financial and corporate business services advice and guidance to support the development of operational and strategic plans that ensure the delivery of organisational aims and objectives.
- Lead, manage and develop professional services within the team to deliver outcomes that support this work.
- Run the annual budgeting process and track key performance indicators, providing solutions where appropriate.
- Manage and review outsourced corporate contracts, third party lease arrangements and the delivery of S151 responsibilities through SLAs.
- Identify and drive efficiencies to deliver economies and improve performance.

### KEY ACCOUNTABILITIES:

- Promote team working, open communication and collaboration across all areas of work
- Manage the corporate services team, ensuring the effective and customer-focused delivery of reception and front of house services and internal support services.
- Develop, manage and monitor service contracts, including the SLA with the Financial Services Provider, that contribute to the work and service delivery of the directorate.
- Support the transparent and effective financial operation of the South Downs Trading Company and Trust.
- Manage the financial phases for projects ensuring these meet objectives identified
- Oversee the procurement process of major contracts
- Ensure the effective development, implementation, management and deployment of budgets and staff resources across the organisation
- Work collaboratively across the SDNPA to continuously improve and inform financial and business service direction, delivery development and improvement.
- Actively engage with stakeholders to develop and improve shared delivery
- Maintain the necessary processes to ensure work is integrated into the culture and ethos of the wider organisation through the delivery of clear outcomes and objectives
- Ensure policies and legal guidelines are communicated and followed at all times
- Other duties and responsibilities requested by the SDNPA in line with the grading of this post.

This is a politically restricted post as defined by the Local Government and Housing Act 1989

## **CORPORATE RESPONSIBILITIES**

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection requirements including General Data Protection Regulations (GDPR)
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role