

Job Description

Job title: Assistant Director - Group Finance and Performance

Grade: Grade 15 **Post number:** 002498

Directorate: Resources

Unit: Group Finance and Performance

Job purpose

To lead and manage the Group Finance and Performance Unit and develop the required financial strategy across the GLA Group to ensure the Mayor's objectives are met through delivery of the Mayor's annual budget and group performance management.

Principal accountabilities

1. Lead the development of the consolidated budgets for the GLA Group (currently in excess of £18 billion pa) ensuring the Group budget is set in line with legal requirements whilst implementing the financial strategy necessary to deliver the Mayor's strategic objectives.
2. Develop and support a highly integrated financial and performance monitoring regime for both the GLA and GLA Group. To protect the Authority's reputation at all times through the operation of a strong corporate governance regime.
3. To help secure greater efficiency and effectiveness across the GLA Group and the wider London public sector through promoting and delivering collaboration and shared services.
4. To deliver corporate priorities across the Directorate and the GLA, as allocated by the Chief Officer and Executive Director of Resources, ensuring continuous improvement in all these delegated roles.
5. As part of the Resources Directorate Management Team, you will have collective responsibility, under the overall direction of the Executive Director of Resources, for:
 - Providing effective leadership for the Resources Directorate's functions, acting as a role model for our people and ensuring the development of a culture and core values which enable the GLA to continuously improve and innovate;
 - Work closely with the Mayor's Chief of Staff, and as appropriate other parts of the Mayoral Team, to ensure the effective development and maintenance of policies for the Resources Directorate's functions;
 - Design and implement corporate and strategic approaches to ensure the use of an effective framework for the achievement of the Resource Directorate's objectives;

- Ensure effective management of the Resources Directorate’s people, organisation, structures and management systems, regularly reviewing and re-prioritising this to ensure effective utilisation;
- Represent the GLA, supporting and promoting its activities and acting as a ‘champion’ for corporate and Directorate initiatives, often taking a lead role on these;
- Establish and maintain good internal relations with the Mayoral Team, Assembly members, Unions, and other GLA Group organisations, London Boroughs and London’s communities; and
- Realising 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 relationships

Accountable to: Executive Director of Resources

Accountable for: Group Finance Team of:
 1 x Senior Group Finance Manager (Grade 13), 1 x Group Finance Manager (Grade 13), 1 x Senior Financial Analyst (Grade 11), 1 x Financial Analyst (Grade 9) and 1 x Executive Support Officer (Grade 6).
 Performance Team of:
 Senior Governance Manager, grade 12 and
 3 x Governance & Performance Managers (Grade 9).

Principal contacts: Mayor, Assembly Members, Mayoral Advisors, senior GLA staff, senior functional body staff, senior civil servants and external partners.

Person specification

Technical requirements/experience/qualifications

1. Full membership of a professional accountancy body.
2. Extensive knowledge and experience of accounting in a large public sector organisation.
3. Knowledge of performance management and governance issues.

Behavioural competencies

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 4 Indicators of effective performance

- Identifies and engages a diverse range of influential contacts within stakeholder and community groups and partner organisations
- Builds alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights
- Actively challenges and addresses 'silo attitudes' to encourage effective relationship building inside and outside the GLA
- Understands the complexities of political dynamics and uses this to manage relationships and resolve conflict effectively
- Identifies clear win-win situations with external partners

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 4 Indicators of effective performance

- Articulates self with credibility and conviction, encouraging buy-in to corporate position
- Influences the thinking of other organisations, encouraging them to deliver in line with the GLA
- Ensures that the organisation communicates inclusively with staff and external stakeholders
- Acts as a credible and convincing spokesperson and negotiator for the GLA
- Instils a corporate commitment to accessible communication

Planning and organising

... 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 4 indicators of effective performance

- Takes accountability for monitoring delivery of the GLA's commitments
- Uses quality assurance processes across the organisation as a feedback mechanism to improve performance
- Takes responsibility for ensuring tools and techniques are available for the effective management of programmes
- Realigns GLA objectives to respond to changing external & internal agendas
- Uses feedback from all sectors as a performance measure for GLA work

Decision making

... is forming sound, evidence-based judgements, making choices, assessing risks to delivery and taking accountability for results

Level 4 indicators of effective performance

- Makes difficult decisions for the long term benefit of the organisation
- Presents and instills confidence in strategic decision-making
- Consults stakeholders early in critical organisation-wide decisions
- Stands by the decisions and actions of the GLA

- Accepts and promotes accountability for the GLA's decision making
- Ensures the organisation balances effective risk management with the need for timely actions

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 GLA to continuously improve and innovate in the long term
- Problem solves jointly with others to stimulate innovation
- Turns ambiguous or difficult situations into opportunities

Responsible use of resources

... is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 4 Indicators of effective performance

- Explores different options for funding and income generation
- Sets budgets, understanding current costs and challenging teams to deliver greater efficiency
- Monitors resource allocation across the organisation, ensuring the GLA works within budget and resources
- Ensures the GLA procures and uses resources fairly and responsibly and with regard for environmental efficiencies
- Leads initiatives to identify and deliver efficiencies across the GLA group and through partnership working

Organisational awareness

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 4 Indicators of effective performance

- Focuses on the needs of Londoners, promoting organisational awareness of how they impact GLA priorities
- Anticipates and responds appropriately and professionally to political pressure, inspiring confidence and trust from politicians
- Shapes senior stakeholders' perceptions of the GLA, using their influence to support the GLA agenda
- Influences Londoners' perceptions of the GLA, using the Media where appropriate
- Leads the organisation by setting the highest standard in upholding integrity and ethical behaviour

Managing and developing performance

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

Level 4 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 GLA 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

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.