

## Job Description

**Job title:** Assistant Director Financial Services

**Grade:** 15

**Directorate:** Resources

**Unit:** Financial Services

## Job purpose

To lead a high quality, effective and responsive financial services function for the GLA, taking overall leadership on all financial issues for the GLA.

## Principal accountabilities

1. Lead the Finance Business Partner Teams in delivering responsive, timely and accurate financial support to each of the Teams in all of the GLA's Directorates. This to include the preparation of financial information for the GLA: Mayor's performance monitoring regime.
2. Lead the development of the draft component budget and Capital Programme for the GLA whilst implementing the financial strategy necessary to deliver the Mayor's strategic objectives for the GLA.
3. Lead the Technical Accountancy Team to ensure the Authority's accounts are closed by statutory deadlines without qualification or adverse comment from the Authority's external auditor. This to include the successful discharge of exchequer functions provided by this Team.
4. 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.
5. 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.
6. 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:** Finance Business Partner Teams:  
 Senior Finance Manager (Grade 13), Finance Manager (Grade 10), Senior Accountants (Grade 10) x 6 and Accountants (Grade 8) x 8.

Technical Accountancy Team:  
 Chief Accountant (Grade 13), Senior Accountants (Grade 10) x 3, Treasury Accountant (Grade 8), Senior Finance Officers (Grade 6) x 3 and 2 Finance Apprentices.

**Principal contacts:** Mayoral Advisors, Assembly Members, the GLA's Corporate Management Team and Senior Leadership Team and External and Internal Auditors.

## **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.

### **Behavioural competencies**

#### **Building & 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.

#### **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 4 indicators of effective performance

- Develops a positive and compelling vision of London's future potential, demonstrating confidence in the strategic direction of the GLA
- Translates an understanding of the complex and diverse threats and issues facing London into positive action
- Proactively involves partners in strategic thinking, incorporating their views into plans and working with them to align strategic priorities
- Sets organisational priorities by identifying where time and investment is needed most
- Generates and leads strategic initiatives that reflect the GLA's position as a regional authority.

#### **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

- Creates an organisation that learns from experience
- Sets clear organisational objectives, cascading challenging yet achievable deliverables to directorates
- Identifies strategic level performance indicators and communicates these clearly
- Leads and sets an example for desired behaviour and performance for GLA staff
- Instils a culture of high performance and outstanding results where staff are encouraged to perform to their best.

#### **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 & 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 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.

#### **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 4 indicators of effective performance

- Demonstrates resilience in the face of challenge from staff, media and partner organisations

- Promotes the GLA as a flexible organisation, responding to the changing needs of Londoners
- Shows positivity in the face of external pressure, minimising negative impact
- Drives a culture of continuous improvement
- Sets the direction for organisational development and ensures effective communication of change initiatives.

## **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.

## ***Reasonable adjustment***

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