

JOB DESCRIPTION

Merseyside Waste Disposal Authority

Job Designation: Director of Finance

Responsible to: Chief Executive of the Authority / Members of Authority

Grade:

Job Purpose

- To support the Chief Executive to ensure that:
 - the Authority develops and influences waste management at a local, regional, national and international level.
 - the Authority responds appropriately to the emerging sub-regional governance agenda and responds to the growing national importance of environmental and climate change agendas.
- To provide strategic financial advice and undertake the role of Treasurer to the WDA with responsibilities as defined under Section 73 of the LGA 1985 Act.
- To ensure the co-ordination of all revenue and capital budgets and to manage the long term financial planning of the Merseyside Waste Disposal Authority
- To provide detailed advice and guidance in relation to the implementation and further development of the PFI contract ensuring effective knowledge transfer within the Authority in relation to, for example, the payment mechanism and relationships within the banking sector.
- To provide strategic guidance to the Authority in the identification of financial priorities and the development of plans to maintain a cost effective Waste Authority for Merseyside.
- To support the Members of the Authority in respect of issues relating, in particular, to all matters financial.

Principal Accountabilities

- To maintain adequate and effective financial management and control of all Authority financial affairs and ensure compliance with relevant financial legislation and regulations. Specifically to ensure the discharge of financial obligations of the Local Government Act 1972.
- To act strategically and to support and encourage the Authority to review and manage significant financial risks and develop clear, long-term strategies, supported by appropriate policies and procedures.

- To assist in the development and delivery of the Authority's Corporate Plan in accordance with financial legislation and regulations.
- To monitor the performance of services procured and provided to the Authority to ensure their fitness for purpose in a timely and cost effective manner.
- To monitor national and local financial developments, ensuring that the Authority is properly advised of new obligations, opportunities and strategies.
- To support the Authority in the effective management of its performance and in helping to develop its Members.
- To maintain effective liaison with other Heads of Finance within the Merseyside area.
- Management of the Authorities treasury management activities including, banking facilities, cash flow, investment and borrowing.
- To ensure the Authority has effective payment and income procedures.
- To ensure that the Authority has appropriate insurance cover and manages its risks effectively.
- To deliver an effective internal audit of the activities of the Authority.
- To ensure that inspections and audits are appropriately facilitated to ensure the efficient and effective review of the relevant service area and that any weaknesses identified by the auditors are addressed and action plans implemented.

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| Responsible for |
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- Permanent, seconded or temporary Finance posts and any other procured financial services as they arise from time to time.
- Resources and assets as allocated.

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| Secondary Responsibilities |
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- To effectively contribute to the overall strategic management of the Authority.
- To support the Chief Executive and Directors in developing their services to fit with the emerging detailed requirements of ensuring contractor compliance with the PFI contract.
- To develop wider links with Constituent District Councils and other waste authorities and to create mutually advantageous formal links/contracts to improve financial performance in relation to waste management costs.
- To take an overview on value for money and best value considerations of the operation of contracts performed on behalf of the Authority.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the postholder. The duties and responsibilities may vary without changing the general

character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

Health and Safety at Work

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equal Opportunities

The Waste Disposal Authority is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Authority condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Risk Management

To assist the Chief Executive in embedding effective risk management throughout the Authority and to lead in the management of strategic and operational risks in relation to the (Strategy and Resources / Operations) Group.

Sustainable Procurement

To effectively requisition goods and services in line with the Authority's sustainable procurement policy

SPECIAL CONDITIONS

This post is politically restricted under the Local Government and Housing Act 1989

| | Date | Name | Post Title |
|----------|----------------------------|--------------|--------------------------------------|
| Prepared | 1 st July 2009 | Carl Beer | Director |
| Reviewed | 7 th April 2010 | Paula Pocock | Assistant Corporate Services Manager |
| Reviewed | 28 th Sept 2010 | Paula Pocock | Assistant Corporate Services Manager |
| Revised | 14 th Sept 2011 | Paula Pocock | Assistant Corporate Services Manager |