

POST TITLE:	Executive Director of Finance and Resources
DIRECTORATE:	Shared Services
BAND:	VSM
REPORTS TO:	Chief Executive
ACCOUNTABLE TO:	Chief Executive and the Board
LOCALA VALUES:	Be Caring Be Ambitious Be Part of It
LEADERSHIP VALUES:	We lead with compassion We are ambitious We are ambassadors for Locala We focus on the customer We drive high performance We develop and empower all colleagues We are effective communicators We constantly build our knowledge and skills

KEY OBJECTIVES

1. To lead the Locala Workforce, ensuring our people and culture are at the fore of organisational strategy and delivery.
2. To act as Locala's Lead on all matters finance, ensuring all statutory requirements are met in the management and reporting of the organisation's accounts.
3. To realise annual efficiency targets, maintaining the financial sustainability of the organisation and ensure provision for strategic investment as required by the organisation's growth strategy.
4. To deliver high quality people and corporate services that are in the top quartile of identified benchmarks in terms of cost and performance.
5. Develop and implement across the organisation the approach to QI (Quality Improvement), digital and process re-engineering to provide demonstrable improvements to productivity and efficiency.
6. To deliver on agreed objectives as defined by the Organisation's Strategy and associated business plans.
7. To develop and successfully implement plans to improve organisational productivity and efficiency, making tangible changes to support the organisations financial sustainability and growth.
8. To effectively communicate core messages across the organisation and services, ensuring consistency across the Executive Management Team and full dissemination across colleagues.
9. To develop value-adding relationships across the system, ensuring common objectives are identified, developed and implemented to improve delivery across the system.
10. Contribute to the success of the Locala Board, the wider leadership team and Locala as an organisation.

KEY RESPONSIBILITIES

Strategic Leadership:

- Contribute to the development of a compelling organisational strategy and vision, articulating this effectively at all levels of the organisation, aligning all activities with strategic goals.
- Role-model the Locala values and the leadership values, ensuring these are embedded at all levels of the organisation.

- Lead the development and execution of strategic plans, ensuring they align with industry best practice, regulatory requirements, and the organisation's values.
- As a director of the company, meet responsibilities and obligations under the provisions of The Companies Act 2006.
- As a member of the Executive Management Team (EMT) and the Locala Board provide visible leadership to the Organisation and the directorate, engaging with colleagues and stakeholders to support delivery.
- Work constructively with partners to develop high-quality, safe services in line with system and Locala ambitions.
- Develop partnerships that support the Locala strategic ambitions of growth and partnership with a full understanding of the current and developing system architecture.

Financial Management:

- Act as Locala's Chief Accountant, accountable to the Chief Executive and the Board on Locala's financial sustainability and trajectory.
- Lead on the setting, management and monitoring of the organisation's short, medium and long-term financial strategies.
- Ensure the delivery of financial performance and robust financial forecasting whilst still maintaining (and without compromising) patient safety, care and experience.
- Ensure effective and robust financial systems, policies and procedures are in place across Locala and monitored for compliance and effectiveness
- Develop and manage the directorate's annual budget, ensuring financial targets are met and resources are allocated efficiently.
- Conduct financial analyses to identify areas for cost optimisation and revenue enhancement.
- Monitor financial performance metrics and implement corrective measures as needed.
- Lead service improvement and efficiency programmes and ensure they have the support they require to achieve the intended results.

Financial Compliance:

- Developing, implementing and maintaining financial and capital information systems to ensure that adequate controls are in place
- Advise the EMT and Board on levels of capital investment, each year, in line with Locala's cash and capital strategies
- Ensuring the EMT, budget holders and Board have regular and accurate information to manage delegated budgets, providing professional and financial expertise as required.
- Manage charitable income and expenditure in accordance with the requirements of the Charities Act, including the preparation of annual financial statements and reporting.
- Ensure that the business monitors and reports its performance against agreed financial plans
- Maintain and present, as required, the Statutory Annual Accounts for Locala in line with Standing Financial Instructions (SFIs) and managing an effective process with designated external auditors
- Ensure the effective provision of financial services to Locala, including banking arrangements, the control of cash, investments and collection of income

Operational Excellence:

- Develop and implement operational strategies and business plans to enhance service delivery, streamline processes, and improve service outcomes.
- Collaborate across the organisation and system to ensure the effective utilisation of resources and the implementation of best practices.

- Embed a culture of continuous improvement, innovation, and excellence in patient care embedding QI (Quality Improvement) and performance improvement principles throughout the Delivery and Professionals Directorate.
- Lead the creation, management and continuous improvement of projects which will deliver sustainable change, transformational service redesign and significant cost improvement.

Stakeholder Engagement:

- Cultivate and maintain strong relationships with key clients, healthcare professionals, government agencies, and industry partners.
- Collaborate with EMT colleagues to identify and capitalise on business development opportunities.
- Serve as an advocate for Locala, representing its values and commitments.

Innovation and Technology:

- Identify and lead the adoption of cutting-edge technologies and innovative solutions to improve our services.
- Identify opportunities for research and development initiatives to stay ahead of industry advancements and position Locala as a provider of choice.
- Identify and implement digital and process improvement solutions that enhance service delivery and operational efficiency.

Team Leadership:

- Recruit, mentor, and develop a high-performing management team, fostering a culture of collaboration and accountability.
- Provide ongoing coaching and professional development opportunities to ensure team members reach their full potential.
- Promote diversity, equity, and inclusion within the directorate's leadership team and across the organisation.

Compliance and Risk Management:

- Lead the development and implementation of policies and procedures to ensure compliance with Locala's statutory and Community Interest Company obligations.
- Lead efforts to mitigate legal, regulatory, and operational risks, keeping the organisation's reputation and financial health secure.
- Lead development of effective systems, recording of evidence, being assured that colleagues have the right skills, abilities, and behaviours to fulfil the job. Ensure that all employment requirements such as registration are established.
- Lead transformational and other audit programmes and ensure that their findings are actioned.
- Ensure that appropriate governance is properly embedded in the organisation.

Quality Assurance:

- Establish and monitor key performance indicators (KPIs) to measure and improve the quality of our services.
- Implement quality assurance programs and accreditation processes to maintain and enhance standards.
- Embed safe processes and practices and a just culture of learning and improvement across the organisation.

Shared Service Development and Delivery:

- Architect the vision for shared service delivery in Locala, designing corporate services which meet the organisation's need, support growth and fully embrace technology to improve efficiency and effectiveness.
- Design service delivery standards for the role's area of responsibility, ensuring these represent industry best practice.
- Be accountable for the services within the directorate (Finance, HR & OD, Innovation, Governance and Infrastructure), acting as an advisor to the Board and the EMT on all matters falling within these areas.
- Ensure robust workforce strategies that support the Organisation's People ambitions and the achievement of IIP (Investors in People) Gold Status.
- Benchmark the performance, cost and delivery scope of all of Locala's corporate services and develop improvement plans to further increase service efficiency.
- Ensure the access to technical experts within the areas of responsibility either through structure design / direct employment or other commission as required.
- Lead on the design, development and implementation of the organisation's approach to QI (Quality Improvement) and process improvement.

Person Specification		
	Essential Criteria	Desirable Criteria
Qualification / Training	<p>Professional Accountancy Qualification</p> <p>Educated to First Degree level</p> <p>Post-graduate qualification or equivalent level of experience</p>	
Experience	<p>Successful track record in a Director of Finance role working at Board level</p> <p>Experience of establishing People strategies that align to business objectives</p> <p>Demonstrable experience of leading a People function</p> <p>Successful track record managing multi-disciplinary functions and teams, with a range of professional services</p> <p>Significant experience of working in a commercial environment</p> <p>Experience of designing corporate functions to meet organisational need</p> <p>Successful track record of implementing digital solutions to effect large scale transformation</p> <p>Experience of driving inclusivity through the provision of services and workforce development.</p> <p>Experience and proven track record of quality assurance development and large-scale service development and redesign</p> <p>Excellent understanding of negotiation theory and practice and ability to achieve exceptional results</p> <p>Experience of managing a team, including delegation and oversee of duties</p> <p>Experience of planning and organising a broad range of complex activities, formulating and adjusting plans to reflect changing circumstances</p>	<p>Significant experience of working within a mutual or social enterprise</p>

	<p>Experience of developing strategic plans and ensuring delivery</p> <p>Experience of working with Stakeholders to develop performance improvement plans and to develop plans for innovation and opening up the market</p> <p>Proven ability to promote the organisation (especially its clinical work) effectively with external agencies and individuals (at the highest level)</p>	
Knowledge	<p>Demonstrable knowledge of CIC company structure and operating parameters</p> <p>Demonstrable knowledge of financial management and accounting principles</p> <p>Proven ability to operate and think laterally at a strategic level, including well developed political awareness</p> <p>Proven ability to assimilate and understand the work of the organisation, its policy context, operational issues and challenges.</p> <p>An ability to think quickly and respond to situations, identifying risks, proposing solutions and strategies.</p> <p>Well-developed communication and influencing skills, with the ability to motivate teams and gain consensus at all levels within the organisation</p> <p>Excellent analytical and evaluation ability, with particular emphasis on thinking clearly, creatively and strategically</p>	<p>Wide knowledge of relevant governance agenda and frameworks e.g., demonstrable through regional/ national roles.</p>
Personal Attributes	<p>An ability to build excellent relations with a wide range of internal and external stakeholders and partners, engendering trust and confidence</p> <p>Resilient and tenacious</p> <p>Strong verbal and numerical reasoning skills</p> <p>Strong time management and prioritisation skills</p> <p>Good use of available information sources to enable efficient and effective planning</p> <p>Ability to work under pressure and to tight and often changing deadlines</p>	

	<p>Ability to cope with rapid and sustained change and competing demands, managing priorities within tight deadlines</p> <p>Ability to convey sensitive information in a tactful and sensitive manner</p> <p>A leader with personal and professional credibility</p> <p>Confident and able to inspire confidence in others</p> <p>Innovative and imaginative</p> <p>Ability to cope with distressing and emotional circumstances in a sympathetic and understanding manner</p> <p>Strong sense of integrity</p>	
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