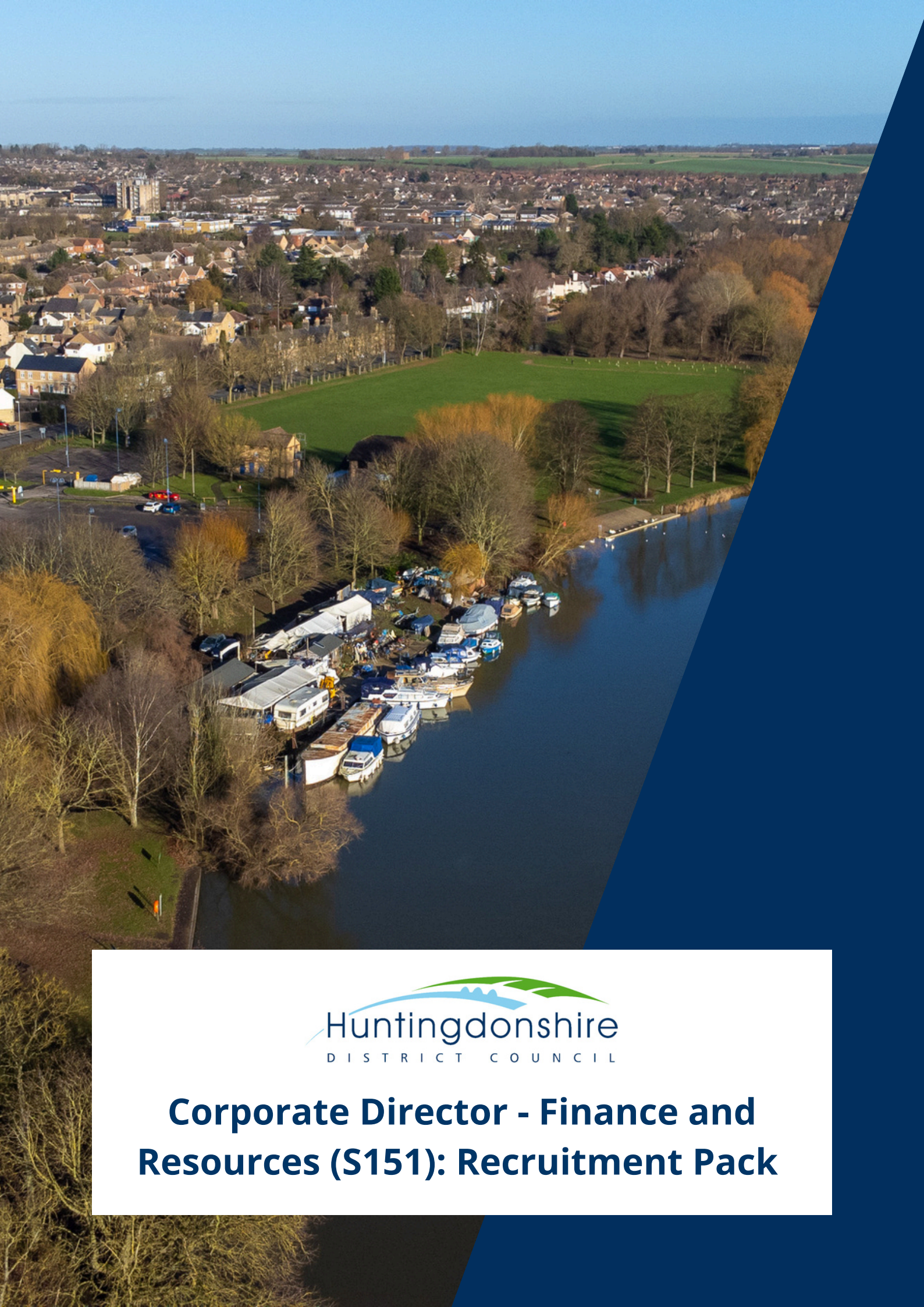




## **Corporate Director - Finance and Resources (S151): Recruitment Pack**



Dear Candidate,

Thank you for your interest in the position of Corporate Director – Finance and Resources (Section 151 Officer) at Huntingdonshire District Council.

Huntingdonshire is an ambitious and forward-looking Council, proud of our record of innovation and collaboration. We are determined to create a financially resilient and future-focused organisation that delivers excellent services, supports sustainable growth, and improves outcomes for our communities.

This appointment comes at a pivotal time. The financial landscape for local government continues to evolve, with increasing pressures on public finances, new opportunities for devolution and partnership working, and growing expectations from our residents and businesses. At the same time, we are acutely aware that this is a crucial period in the local government planning and budget-setting cycle. With that in mind, we recognise the demands on senior finance professionals across the sector and are therefore flexible regarding the start date - we are prepared to wait until April 2026 for the right candidate to join us.

As our Section 151 Officer, you will play a central role in shaping the Council's financial strategy, ensuring strong governance and accountability, and driving a culture of efficiency, innovation, and value for money. This is a role that combines both breadth and influence – from providing assurance and insight to leading on transformation and enabling the organisation to deliver on its strategic priorities.

We are looking for a qualified and experienced finance professional who can lead with integrity and confidence. You will understand the complexities of local government finance but also have the curiosity and determination to challenge established thinking and find new ways to deliver impact. You will work closely with Members, senior colleagues, and partners across sectors to ensure our resources are aligned to what matters most for Huntingdonshire's communities.

Our ambition is clear: to be a modern, well-run Council that delivers high-quality, value-driven services and creates the conditions for our residents, places, and businesses to thrive. The Finance and Resources Directorate sits at the heart of that ambition, underpinning everything we do with sound financial management, strong governance, and effective use of our assets and data.

In this pack, you'll find more about our organisation, priorities, and the context in which we operate, as well as the specific requirements for this role and details on how to apply. Should you wish to discuss the position further before applying, please contact our recruitment team via [recruitment@huntingdonshire.gov.uk](mailto:recruitment@huntingdonshire.gov.uk), who will be happy to arrange a conversation.

Thank you once again for your interest. I hope you are inspired by the opportunity to play a key role in shaping the future of Huntingdonshire District Council and the communities we serve.

Best wishes,

Michelle Sacks  
Chief Executive, HDC



Michelle Sacks  
Chief Executive

## ABOUT HUNTINGDONSHIRE DISTRICT COUNCIL

### Overview of Huntingdonshire District Council

#### Huntingdonshire – a better place to live, work and invest.

Huntingdonshire District Council (HDC) is passionate about providing high-quality services to our communities, residents and businesses and this means we need to employ and retain the most talented and dedicated people. Situated within the heart of the Cambridge-Peterborough Growth Area, Huntingdonshire is a beautiful district that boasts thriving market towns and many attractive villages, each with its own identity. We are an innovative and forward-thinking Local Authority whose residents are at the heart of our decision making.

The Council is committed to ensuring the delivery of value for money services that are relevant for our resident's needs. We have a workforce that is highly committed, able, and flexible in how it delivers our services to our residents and communities and continues to transform and respond in these challenging times of both funding.

Our Corporate Plan outlines how we will deliver this vision by prioritising our objectives and managing our resources effectively, ensuring that we deliver services that are relevant and cost effective. Please read more about our plan here:

[Corporate Plan \(huntingdonshire.gov.uk\)](https://www.huntingdonshire.gov.uk/corporate-plan)

Our Economic Growth Plan and Strategy documents and Medium Term Financial Strategy are also available here:

[Huntingdonshire Economic Growth Plan 2025-2030](#)

[Economic Growth Strategy \(huntingdonshire.gov.uk\)](#)

[2025/26 Budget & Medium Term Financial Strategy 2026/27 to 2029/30](#)

## VALUES

As a values driven organisation, we want to employ staff who embody our icare values all of which support our ultimate purpose of putting our customers first -

- Inspiring - We have genuine pride and passion for public service; doing the best we can for customers
- Collaborative - We achieve much more by working together, and this allows us to provide the best service for customers.
- Accountable - We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.
- Respectful - We respect people's differences and are considerate to their needs.
- Enterprising - We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.

Please look at our [iCare video](#) where you can find out more about our values.

## OUR WORKFORCE

We know our people are what make Huntingdonshire District Council great and recognise how important a healthy work-life balance is. Our hybrid work model enables employees to work remotely whilst allowing for in-office collaboration opportunities across the district, with an expectation of being in the office at least two days a week. Candidates should therefore be within commutable distance of our offices in Huntingdon, Cambridgeshire or able to attend meetings as required if further afield.

At HDC we seek to employ candidates from a range of backgrounds in order to bring diversity of thought and make our organisation more innovative. We are seeking candidates who are looking for their next permanent opportunity and will consider any flexible arrangements. As a supportive employer we want to enable our staff to work in an environment that produces high standards of work in an employee led environment. We also offer a highly competitive Local Government Pension Scheme and provide an array of services, networks and training to support your health and wellbeing as well as generous holiday entitlement.

### Staff Benefits

The benefits of working for us include:

- A highly competitive Local Government Pension Scheme: **Pension**
- An array of services, networks and training to support your health and wellbeing such as access to our Employee Assistance Programme which includes financial guidance, wellbeing support and family counselling, amongst other services.
- Generous holiday entitlement dependent upon length of service
- Heavily discounted gym membership at our One Leisure Centres: **One Leisure**
- Tailored learning and development on an individual basis.
- Career progression opportunities including apprenticeships of all levels
- Enhanced policies in many areas
- Flexi time & hybrid working (role permitting)
- Cycle to work scheme
- Occupational Health Programme.

Find out more [here on our website.](#)



## Learning and Development

We are committed to:

- enabling employees to develop the skills, knowledge and competencies needed to perform their jobs and to develop their potential to meet future needs.
- safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment.

Find out more [here on our website](#).

## Equality, diversity and inclusion

Equality, diversity and inclusion is at the heart of our recruitment and along with our values we are committed to creating an inclusive working environment, where diversity is valued; there is equality of opportunity and all areas of the community we serve are represented. We therefore welcome applications from all sections of the community and we offer a range of benefits to encourage a work life balance.

## Disability Confident

We are committed to being a Disability Confident employer and ensuring a disability inclusive workplace is available for all and this scheme demonstrates our commitment to positive action to ensure people with disabilities are treated fairly and have access to the same opportunities as non-disabled people.

We wish to make it clear that we welcome applications from all candidates and that we recruit in line with the abilities sought for each role with no barriers or discrimination. The scheme also shows existing employees that we value their contribution and will continue to treat them fairly should they require disability support at any point during their employment with us.

We guarantee an interview to disabled candidates whose application meets the essential minimum requirements for the job. We will also make reasonable adjustments in order to accommodate the individual needs of candidates in order for them to participate fully in the selection process and undertake employment with us.





## JOB DESCRIPTION

**Service:** Corporate Leadership Team

**Job title:** Corporate Director - Finance and Resources (S151)

**Grade:** AD

**Hours of work:** 37 Hours

**Responsible to:** CEO

**Direct reports:** 4

**Indirect Reports:** 63

**Budget:** £8.8m

### Purpose of Post

To provide corporate support to both the members and officers of the Council and to act as the Council's Chief Finance Officer under Section 151 of the Local Government Act 1972.

To be responsible to the Chief Executive Officer for the leadership, management and development of the Finance & Resources Services Directorate including (but not limited to) Property & Facilities, HR & OD, Finance and Legal & Democratic Services.

The post holder will be part of the corporate leadership of the Council and will be responsible for ensuring delivery of the corporate plan and the provision of high-quality services to the residents, businesses, and visitors to Huntingdonshire.

Partnership working is core to how we work, and the role involves the development and nurturing of partnerships to deliver public value. Influence, co-ordination, and negotiation will be key to the development of a shared strategy for Huntingdonshire.

To work with senior local politicians to translate political ambition into policy and delivery.

To provide strategic leadership and management for the designated service areas assigned to the post and to provide meaningful contributions to public sector working.

To provide guidance and advice to service managers, partners and Members and Officers in relation to the role specific accountabilities as set out below.

Determine and promote the District's current and future interests through the timely and appropriate use of its own and other's resources, and exploitation of the power and value of information and knowledge assets.

Working with a wide spectrum of external partners and stakeholders to maximise the opportunities for the District, as a positive ambassador for Huntingdonshire at local, regional and national levels, an enabler and influencer on behalf of the Council to leverage better outcomes for Huntingdonshire in line with the Council's aspirations and Place Strategy.

Optimise all commercial and operational opportunities and maximise both internal and external collaborations through a commitment to partnership working and effective stakeholder engagement.

Empower and engage our communities enabling them to positively engage with our challenges and opportunities.

## **Key Deliverables**

An area where residents enjoy a high quality of life, where opportunities to embed employment, good health and social connection are maximised, with a view to creating self-reliance and long-term quality of life, and to do this in a way that delivers the best outcomes for our residents in the most sustainable way.

Specifically, to develop, deliver and refresh a range of strategies, policies and projects for Huntingdonshire and the initiatives and benefits arising from them.

## **Strategic Leadership & Management**

- To work closely with the Chief Executive and other Directors to provide strategic leadership and vision across the whole Council.
- To provide financial advice to the Council and ensuring the Council maintains a balanced budget in accordance with the duties of the Chief Finance Officer under Section 151 of the Local Government Act 1972.
- To act as the Council's corporate lead on the allocation and prioritisation of resources throughout the Council through the annual budget setting process, value for money, unit costs and continuous improvement, performance management of the central services, effective operational management practices, developing and implementing more efficient and effective processes and enablers including the beneficial use of technology, creating certainty and efficiency around predictable routine processes to minimise bureaucracy and focus resource allocation at the point of decision making.
- To develop an integrated support function which provides professional, customer-focused expert advice. Operating as a centre of excellence in enabling the Council and its partners to function more effectively.
- To promote and model the Council's core values and good practice and ensure that these are reflected in everything that is done in the Directorate.
- To lead across services to develop and deliver corporate projects and initiatives.
- To provide inspirational and decisive leadership to all staff, facilitate the development of the Finance & Resources Services Directorate and officers to achieve integrated and effective outcome-focused service provision.
- To support the managers who report directly or indirectly into the post to drive continuous improvement and excellence across the whole organisation.
- To provide vision, strong leadership and direction to staff at all times.
- To set objectives and standards for the Finance & Resources Services Directorate ensuring the efficient, effective and economic deployment of employees, finance and assets.

- To model and demonstrate leadership competencies, acting with openness, honesty and integrity, and instilling a clear sense of direction, priority and pace across the Council.
- To ensure successful delivery of services through the effective performance management of the Finance & Resources Services Directorate, setting ambitious and challenging targets, identifying priorities, creating a culture of innovation and excellence, whilst tackling under-performance effectively.
- To direct procurement, commissioning and contract management of any/all contracts related to the Finance & Resources Services Directorate within budget and adherence to corporate finance and procurement policies.
- To ensure the effective management and governance of the Council's Investment Portfolio.

## **Continuous Improvement & Commerciality**

- To create a culture of continuous improvement and innovation, identifying opportunities for income generation, with plans for the effective implementation of efficiency savings.
- To ensure that risks associated with Finance & Resources Services Directorate services and strategies are effectively managed, including the risk of fraud and corruption.
- To promote a culture across the Council which supports the responsible management of risk.
- To manage economically, efficiently and effectively the capital and revenue financial resources of the Finance & Resources Services Directorate.

## **Climate/Environment**

- To support the policy that that Net Zero Carbon is embedded across all Council activity and decision making at all levels, fostering an organisation that has environmentalism at its core.

## **Partnerships**

- To develop and promote strong partnership working arrangements with other public sector bodies and agencies, government departments, parish and town councils, local businesses and the voluntary/community sectors to secure community cohesion and the social, environmental and economic well-being of the area.
- To ensure the Finance & Resources Services Directorate connects with local communities by actively seeking and acting on feedback to further develop and sustain community engagement and customer satisfaction.
- To represent and negotiate on behalf of the Finance & Resources Services Directorate at local, regional, national and international levels and with key stakeholders to maximum benefit for the Council and its communities.

## **Political Interface & Member Relations**

- To manage the interface between the policy making role of portfolio holders and the executive officers within the Directorate to ensure the delivery of policies, plans and strategies, setting the vision and future direction and ensuring the organisation is well placed to deliver desired outcomes.



- To develop and maintain effective working relationships with elected Members to achieve the Council's aims and aspirations for the community.
- To promote a culture of political awareness amongst officers to help translate political will into appropriate future strategies and delivery of outcomes.

## Safeguarding

- To demonstrate commitment and support for safeguarding the welfare of children, young people and adults at risk.
- To ensure all duties are carried out in compliance with the Council's financial regulations, policies for Diversity, Equal Opportunities, Risk Assessment, Health and Safety and all relevant statutory or professional requirements.

## Other Responsibilities

- To fulfil statutory responsibilities relating to emergency planning.
- To perform any other duties imposed by law, or which the Council may reasonably require.
- To undertake duties which the Chief Executive may from time to time allocate to the Corporate Director role.
- To deputise for the Chief Executive as required.

## Local Government and Housing Act 1989 – Politically Restricted Posts

In accordance with this legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or subcommittee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.



## Qualifications

**(E) Essential, (D) Desirable**

*The minimum knowledge required to undertake this role and any qualifications or training essential for the role*

- A CCAB qualified accountant. (E)
- Educated to degree-level or equivalent in a relevant subject, or equivalent by experience. (E)
- Post-graduate or professional qualification in a relevant subject. (D)
- Demonstrable evidence of continued professional development relevant to the role. (E)

## Knowledge

*Knowledge the person would need to do the job.*

- Significant knowledge in the following areas specific to this role; Property & Facilities, HR & OD, Finance, and Legal & Democratic Services. (E)
- An in-depth understanding of financial management across multi-disciplinary functions and of budget formulation, setting and monitoring. (E)
- Proven experience of providing professional advice in the areas covered by the post's responsibilities, and experience of building trust and confidence with elected members (or similar office holders) within a democratic process. (E)
- Awareness of how to construct and lead major strategic initiatives across public, private and community sectors. (E)
- A thorough knowledge and appreciation of the issues facing local government and the public sector and an ability to bring leadership skills to address these issues. (E)
- Confidence of operating at the political interface. (E)
- Emerging and existing national and regional policy issues which relate to local government. (E)
- Corporate and service issues affecting local government. (E)
- Previous Local Government experience within a finance department. (E)
- Commercialisation of service. (D)
- Net zero carbon measures and their effective delivery. (D)
- Equality and inclusion measures and interventions. (D)
- Local authority safeguarding duties & responsibilities. (D)

## Experience

*Experience the person would need to do the job.*

- Corporate Leadership and management experience in a diverse public sector organisation or one working with the public sector. (E)
- Evidence of recent achievement and success in a senior role delivering major transformation and regeneration projects. (E)
- Political awareness with experience in a management/ leadership role. (E)
- Experience of working collaboratively with internal and external stakeholders to achieve organisational goals. (E)
- Demonstrable and sustained record of consistent leadership and managerial achievement at senior level, preferably within local government. (D)
- Inclusively leading and motivating a diverse team of senior professional managerial staff to a high level of achievement. (D)

## **(E) Essential, (D) Desirable**

- Experience of preparing, managing and controlling complex budgets and capital programmes and the deployment of resources to achieve corporate objectives. (E)
- Improving performance, delivering results and establishing a strong performance culture which is customer focused, quality driven and allows objective measurement of outcomes. (E)
- Working successfully in strategic partnerships and building strong relationships with government, public agencies, private sector, voluntary bodies, statutory and non-statutory bodies. (D)
- Development and implementation of shared services and other service delivery models. (D)
- Personal leadership in the achievement of equal opportunity in both employment and service delivery. (E)

### **Skills and abilities**

*Specific skills the person would need to do the job.*

- High level influencing and persuading skills particularly to generate “buy-in” and commitment to shared solutions. (E)
- Commercial and financial awareness, operating the post’s services with a commercial perspective, but also producing plans that are commercially viable and thereby deliverable. (E)
- Agile thinking and the ability to establish and prioritise tasks and objectives in to make effective use of time and resources. (E)
- The ability to lead and manage a range of projects, initiatives, and services to successful outcome. (E)
- Ability to take a proactive approach to challenges and opportunities, acting with integrity and confidence. Takes appropriate “calculated risks” to achieve significant benefit. (E)
- Able to design with a focus on the needs of residents. (E)
- Strong negotiating and consultation skills and ability to make use of personal and professional networks to increase their opportunities to influence. (E)
- The ability to drive maximum value / performance from the Councils (and areas) resources and potential resources. (E)
- Ability to provide visible, motivational and inspirational leadership to staff and stakeholders to ensure that political priorities are understood. (E)
- Political acumen and sensitivity, with the ability to develop productive working relationships with elected members and advise all political groups and the Council as a whole in an objective and bias-free way. (E)
- A commitment to the Seven Principles of Public Life also known as the ‘Nolan Principles’. (E)
- Personal resilience with the capacity to cope with ambiguity, uncertainty and pressure and the ability to work under public scrutiny whilst maintaining a sense of perspective. (E)
- A demonstrable and sustained record of openness, honesty and personal integrity with an ability to engender trust & confidence amongst peers, staff, residents & stakeholders. (E)
- Strong and influential communication and negotiation skills. (E)
- Comfortable operating in an environment of change, adept at managing change and influencing others to achieve the Council’s outcomes. (E)
- Ability to drive high quality, high performing services. (E)
- Personal commitment to continuous improvement and the development of others. (E)
- Excellent analytical and creative problem-solving skills, with an ability to cut through to the root cause of an issue, including an ability to analyse, calculate and manage risks. (E)
- Commercial acumen to understand and successfully exploit commercial opportunities. (E)



## **Decision Making and Impact on Others**

*What impact the reasons made by the post holder would have on others across the Council*

- The ability to quickly understand and analyse complex issues, and convey that understanding to others, and to make decisions based on imperfect information. (E)
- Enables others to perform and models the behaviour expected of others. (E)
- Leads staff to enable things to happen by delegating appropriately providing development opportunities and support necessary for staff to achieve their goals. (E)
- Embraces and embodies our values ensuring they are evident in the treatment of others. (E)
- Embraces new situations and responds positively to change. (E)
- Adjusts their interpersonal style to respond to the needs or preferences of others. (E)

## **Communication with Internal and External Customers**

*What customers the applicant would be in contact with in the job.*

- Predominantly external customers – high visibility with members of the Council and public.
- The focus of this role in their team, other teams or across the council:

Internal customer contact - 50%

External customer contact - 50%

## **Personal Attributes and Other Requirements**

*Personal attributes and other requirements the person would need to do the job.*

- Able to demonstrate a track record of success in leading, mobilising deploying, motivating, developing and inspiring a workforce and delivering substantial change programmes.
- A high degree of political sensitivity, understanding and responsiveness to the implications of working within a political and democratically accountable organisation.
- Ability to gain the confidence of partners, colleagues and employees and establish positive relationships with elected Members which generate mutual confidence and respect.
- Demonstrable commercial awareness and a commitment to applying this to local government public service delivery.
- An understanding of and commitment to diversity and health & safety in policy, service delivery and employment terms.
- Significant experience of working with elected Members and the ability to demonstrate political sensitivity and interpret political will.
- Extensive knowledge and understanding of the management environment in large, complex local government organisations.
- Demonstrable and sustained record of commitment to public service and local democracy.
- Willing to travel and work unsocial hours.
- Be a good team worker demonstrating loyalty and commitment to the organisation and team members.

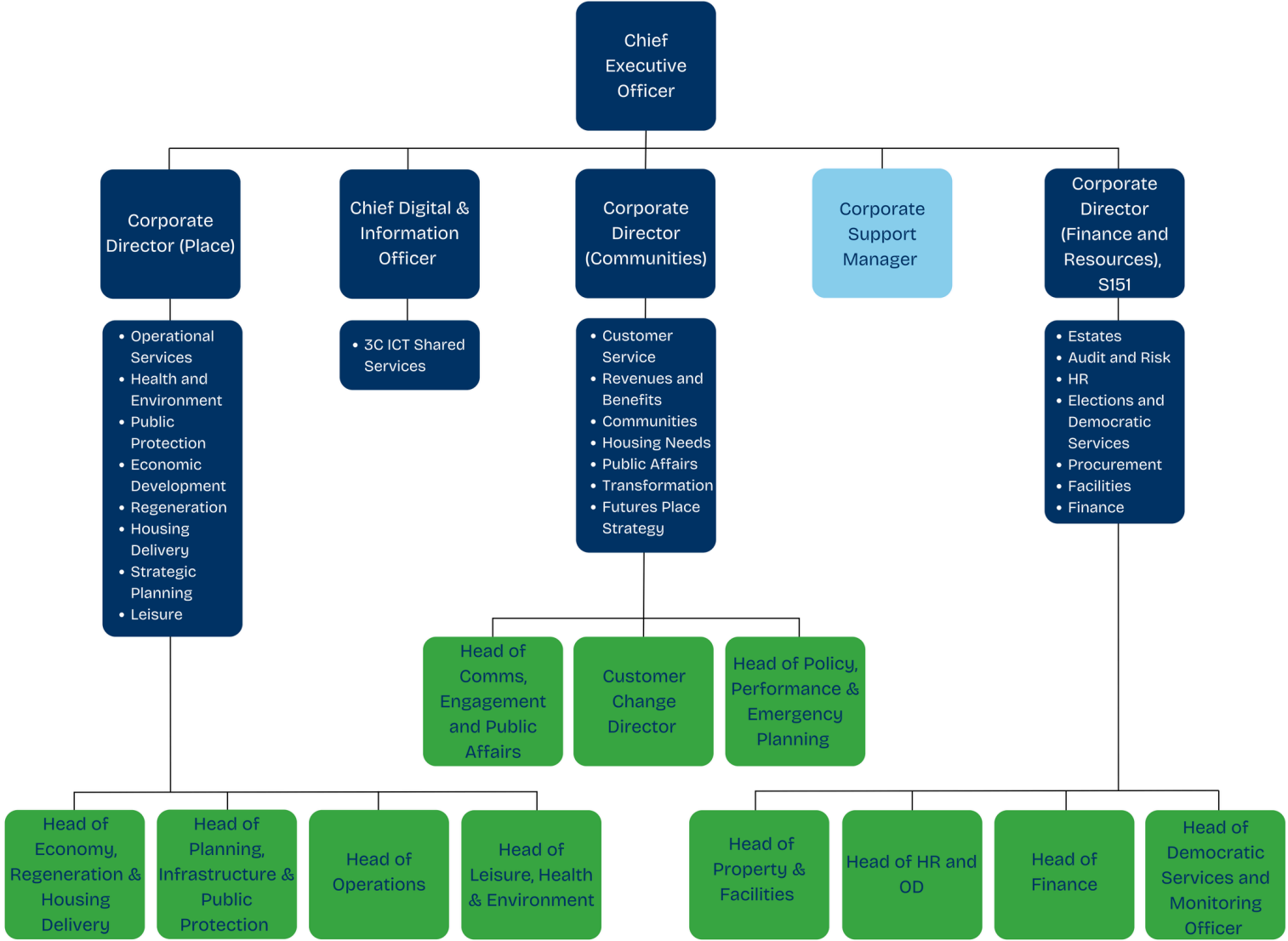
## **Safeguarding and promoting the welfare of children and young people/vulnerable adults**

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults.
- Demonstrates understanding of safeguarding issues.
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda.
- Can demonstrate an ability to contribute towards a safe environment.
- Is up to date with legislation and current events.
- Can demonstrate how s/he has promoted 'best practice'.
- Shows a personal commitment to safeguarding children.



Corporate structure





## BENEFITS

**Salary** – AD £94,128 - £106,094 plus a £5,000 Section 151 allowance

**Hours** - 37 hours per week

**Location** - Huntingdonshire. We expect that the postholder will work in a hybrid manner and be visible across all of our sites in Huntingdonshire at least two days per week. Outside of this there is the opportunity to work remotely as required. The main office for this postholder is based in Pathfinder House, Huntingdon.

**Holiday** - 34 days per annum plus Bank Holiday entitlement.

**Pension** - Generous LGPS scheme, with employee contribution banding based on salary.

## TO APPLY

Candidates are asked to complete our application form which can be found alongside this campaign pack on our website. You are encouraged to tailor the supporting statement element of your application form to the key requirements laid out above in our job description and person specification. Should you wish to have an informal discussion with the recruitment team or with Michelle Sacks prior to making a formal application please email [recruitment@huntingdonshire.gov.uk](mailto:recruitment@huntingdonshire.gov.uk)

**Closing date for final applications** is 09:00 on Monday 17 November

**Technical interviews** will be held virtually on either 1 or 2 December

**Final Interviews** to be held at Pathfinder House, Huntingdon on Thursday 11 December

The interview process will allow you to meet with and ask questions of key stakeholders from across the organisation. If you have any clashes with the above dates please inform us at your earliest convenience.

We hope the above information gives you a good overview of the organisation, role and responsibilities and an insight into our culture, commitment and values. If you require anything further please do not hesitate to ask.

I wish you all the best with your application.

**Sam Sanderson**  
**Talent Acquisition Manager**