



## **JOB PROFILE – Head Of Finance**

### **Accountabilities**

#### **You will be accountable for:-**

1. Developing COSLA's business plan taking account of strategic objectives set out by the Strategic Management Team.
2. Creating and maintaining a framework for the professional relationships across COSLA to make sure the strategic objectives and business plan can be achieved.
3. Giving appropriate advice and support to the Corporate Management Team and Team Leaders and act the key link between them.
4. Overseeing the successful achievement of objectives and milestones as determined by the business plan.
5. Building and maintaining effective relationships with external partners particularly member councils including acting as advocates for COSLA.
6. Working with colleagues and elected members to effectively communicate COSLA policy to member councils, partners and the media and negotiate with partners on behalf of COSLA.
7. Supporting themed and functional teams to work within the context of COSLA's strategic objectives and business plan and supporting effective collaboration between thematic and functional teams.
8. Overseeing and supporting the specialist or technical input from Policy Managers and Policy Officers to the thematic teams, providing professional or technical expertise when required.
9. Assist in the development of COSLA policy through participating in the work of the thematic teams.

#### **You will be accountable to:- a Strategic Director**

In addition to items 1-8 above you will also be responsible for managing the internal finance function, acting as key finance policy adviser and providing the key link between Finance policy and the themed teams. You will report directly to the Chief Executive on these accountabilities.

## **Responsibilities**

### **You are expected to:-**

1. Behave in a consistent, fair and inclusive manner.
2. Promote team working in an open and communicative environment.
3. Promote equal opportunities recognising the need to encourage and develop team members.