

Chairman of the Finance Committee – Job Description

Appointment:

- Annually elected by the Members of the Finance Committee.

Overall Responsibilities:

- To provide leadership for, and represent views of, the Committee.
- To contribute to the development of policy and the drive to meet the organisation's aims and objectives.

Main Tasks and Responsibilities:

(in addition to those set out in the Job Description for the Chairmen of Committees)

The Chairman heads the Finance Committee which is responsible for the overall control of income and expenditure and the achievement of value for money within the strategic priorities and policies of the Corporation.

- To present an annual statement of the Court of Common Council in support of the budget and recommendations for the non-domestic rate, the Council Tax levy and the capital programme.
- To lead the Committee in the development of the following corporate strategies:-
 - Fiscal strategy
 - Investment strategy
 - IS strategy
- To chair the following working party/sub committees:-*
 - Estimates Working Party
 - Finance Grants Sub Committee
 - Information Systems Sub Committee
 - Investment Sub Committee

*chairmanship, of the above-mentioned working party/sub committees by the Chairman of the Finance Committee is not mandatory; the Chairman has discretion to propose a substitute.

- To act as Deputy Chairman of the Resource Allocation Sub Policy & Resources Committee.
- To support the Lord Mayor and the Chairman of the Policy & Resources Committee in promoting the City as the world's leading international financial and business centres.
- To support and work closely with the Chairman of the Policy & Resources Committee in carrying out and implementing the overall strategies and policies of the Corporation.
- To liaise with the Chairmen of other Corporation committees to ensure that an effective approach is followed for the control of income and expenditure and the achievement of value for money that is consistent with the organisation's aims and objectives.

Chairman of the Finance Committee – Person Specification

Essential	Expected
<p>Candidates must meet the following criteria:</p> <ul style="list-style-type: none"> • an elected Member of the Court of Common Council • a full (ie not ex-officio or added) Member of the Finance Committee • a minimum term of service on the Committee amounting to the year preceding election to the Chair • cannot at the same time sit as Chairman of any other Corporation committee (other than Gresham, Guildhall Complex Strategy, Guildhall Yard East or Open Spaces) • The Chairman's term of service is limited to five years. <p>Personal requirements:</p> <ul style="list-style-type: none"> • a thorough knowledge of the Corporation and its procedures coupled with experience and understanding of the Corporation's finances • a thorough understanding of the Business City, preferably working in the City financial or related business services sector • a close knowledge/understanding of the policy issues facing the Corporation • personal and professional integrity • good public speaking ability • the ability to master complex briefs and to argue a case coherently, particularly when speaking to the Business City/ratepayers 	<p>A thorough knowledge and understanding of the role and responsibilities of the Committee and how it contributes to the attainment of the Corporation's aims and objectives. This is facilitated by the development of positive working relationships, and lines of communication, with the Town Clerk and senior Chief Officer(s).</p> <p>The inter-personal and diplomatic skills required to represent positively the aims, values and responsibilities of the Corporation both internally and externally.</p> <p>Well-informed and able to develop good contacts within the Business City.</p> <p>A familiarity with the Standing Orders that affect Committees.</p> <p>There is a time commitment to undertaking the Office of Chairman of the Finance Committee which is likely to equate to not less than one day per working week together with a number of evening functions which average one per week.</p>

NB. Staff in the Corporation will always try to assist Members in their work but secretarial support is limited and tends to be directed in support of the

Chairman of the Policy & Resources Committee, the Chief Commoner, and other Chairmen