



Role Profile

Job Title: Finance Manager – Children Services	Role Profile Number: SBC_11103
Grade: CFL 10	Date Prepared: February 2020
Directorate/Group: Finance, Resources	Reporting to: Head of Finance – Children Services
Structure Chart attached:	No

Job Purpose

- To assist the Head of Finance – Children Services in the provision of a comprehensive professional accountancy and general financial advisory service to all levels of management and Members in respect of the activities carried out within the Service Department.
- To manage staff assigned to the post
- To deputize for the Head of Finance – Children Services, as appropriate

Key Accountabilities

- For a designated service or group of services:
- To compile detailed revenue and capital estimates for inclusion within the Council's budget.
- To close the annual accounts in line with corporate deadlines
- To complete government and statistical returns within published deadlines
- To provide financial support to Budget Managers and other staff involved in financial transactions to enable tight budgetary control including:
 - the provision of accurate and timely information and advice
 - the identification of training needs and meeting those needs
 - developing awareness of and ensuring compliance with Financial Regulations and Contract Standing Orders
 - the development of financial systems ensuring that they remain appropriate to the needs of

managers.

- the maximisation of all (current and potential) sources of income and ensuring that systems of collection meet the needs of budget managers and service clients.
- To assist in the preparation of information for elected Members and the public in relation to financial issues and to deputise for the Head of Finance at Committee meetings, as appropriate.
- To undertake appropriate development work as required in response to changing financial regimes, new government legislation and initiatives and to determine the financial implications of policy changes/decisions
- To ensure that issues identified within internal audit reports relating to services within the Department are responded to and acted upon, as appropriate.
- To manage and motivate staff assigned to the post ensuring that goals and targets are clearly defined and met.
- To manage and administer day-to-day financial procedures including the payment of suppliers, invoicing and other financial systems specific to the Service Department ensuring they are effective and efficient.
- In accordance with the provisions of the Health and Safety at Work etc. Act 1974, to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council so far as is necessary to enable the Council to perform or comply with its duties under any statutory health and safety provisions.
- To be signed up to the Council's sustainable initiatives policy.
- To ensure that any identified personal training needs are discussed with the immediate supervisor.
- To undertake any other duties that can be accommodated within the grading level of the post.

Supplementary Accountabilities

- To ensure systems of control are in place in relation to the Local Authority's statutory responsibilities relating to schools, to ensure all maintained schools remain financially sustainable, supporting schools in difficult financial circumstances.
- To support the Education service leads to maintain the local fair funding formula for schools, including modelling the impact of alternative options and calculating school budgets in a timely manner to ensure consultations with Headteachers can take place prior to the issuing of annual funding allocations to schools and academies.
- To support the Head of Finance – Children Services and Education service leads to ensure that the Scheme of Delegation for Swindon Schools and the Financial Regulations for Schools is regularly updated and consistent with ESFA guidance and current practice.
- To support the Head of Finance – Children Services in understanding the financial implications of the school funding reform programme and other changes to national and regional policy.
- Provide general guidance and support to all schools and targeted support to school leadership teams which need to implement deficit recovery/avoidance plans.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

Minimum

- Sound general education demonstrating numeracy and literacy.
- A good understanding of budgetary control and financial management.
- Competent in the use of spreadsheet and financial ledger software.
- Experience of producing regular management accounts.
- Good verbal and written communication skills to deal with staff at all levels within the Council.
- Ability to work flexible hours and reconcile competing demands to tight deadlines.
- Organisational skills - to organise and prioritise workload.
- Analytical skills – to critically examine information, solve problems and improve methods.

Preferred

- Strong IT skills demonstrated through experience of using Microsoft Excel and Word applications in a financial context
- Commitment to continuing professional development.
- Experience of local authority revenue and capital budgetary control.
- Experience of dealing with senior managers and elected Members.
- Supervisory experience.

Qualifications

- Professional accountancy qualification, preferably CIPFA, or other CCAB equivalent, but AAT acceptable subject to demonstrable competencies and length of experience at an appropriate level.

Decision Making

- Needs to make strategic decisions on both written and verbal advice to senior staff and Members.
- The identification of financial issues that require discussion and the agreement with the budget holder of suggested solutions and actions
- Needs to make managerial decisions.

Creativity and Innovation

- Some creativity and innovation is needed.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none">• Various professional and non-professional staff <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none">• The provision of financial advice.• The production of financial information.• The reconciliation of financial data.• The processing of financial transactions.	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>Roles may occasionally be required to have responsibility of budget codes linked to non-service related budgets.</p> <p>None</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Has regular contact with senior budget managers across the Council, with the Oracle Support Team, and with members of various Finance Teams across the Council.
- Has regular contact with Headteachers and school Business Managers
- Has regular contact with Directors.
- May have occasional contact with elected Members.

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

The nature of the work undertaken by this team requires individuals to be to work to tight deadlines, often at short notice and therefore workload management and prioritisation skills are essential.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	