

## Role Profile

<b>Service:</b>	<b>Family Services</b>
<b>Location:</b>	<b>NLBP</b>
<b>Job Title:</b>	<b>R31 - Family Services Finance Manager</b>
<b>Grade:</b>	<b>Grade L</b>
<b>Post No.:</b>	
<b>Reports to:</b>	<b>Head of Service Commissioning and Business Improvement</b>

### 1. Purpose of Job:

- Based on detailed specialist and technical knowledge and experience, lead on and manage an integrated, finance support service for Family Services, providing a sound financial infrastructure, policies, processes and procedures to support the business in the context of a service striving for continuous development and improvement and value for money.
- Act as first point of contact and source of expert and strategic advice, guidance and information on budget management for senior leadership and managers within Family Services, including tracking and avoiding overspends.

### 2. Key accountabilities/duties/responsibilities:

- Through sound leadership of the team and its processes, deliver high quality, accurate and responsive financial support, which complies with local, corporate, legal and professional standards.
- Engage Senior Managers to recognise how the financial support systems can maximise their working potential through supporting their business needs and operating to shared objectives.
- Work closely with CSG, colleagues and service managers to ensure that the financial information needs of Family Services and service users are met, including planning for future requirements. Act as a key relationship holder.
- Ensure Family Services meets its obligation for the timely submission of financial returns.
- Support the commissioning process within Family Services ensuring all financial options are fully considered and accounted for; assist in the preparation of the business case and contribute to the appraisal of options.
- Through excellent communication, briefing, support and training, ensure that budget holders are financially competent and engaged in terms of understanding how sound day to day financial management can maximise the efficiency of their service. Monitor consistency and compliance of financial processes across Family Services and highlight and take action on areas that give rise for concern.

- Lead on the development of innovative financial arrangements entered into with partner organisations, such as pooled budgets and joint financing.
- Lead on setting quality financial standards and processes and monitor compliance across Family Services. Ensure systems are in place so that all transactions are properly and correctly accounted for.
- Work with managers across the service to ensure customer feedback is routinely monitored and informs service planning
- Ensure statutory duties and financial practices are effectively implemented. Support Family Services in meeting its financial targets and statutory obligations through innovative solutions to financial challenges.
- Understand the principles of charitable fund management and apply the legal framework necessary to support the Service's use of charitable funds reflecting its relationship with voluntary and non-statutory bodies.
- Through a thorough understanding of the financial IT systems, ensure that the Finance support team, budget holders and senior managers are competent and engaged in using the systems to their optimum effect for the benefit of the service. Recommend system developments and enhancements that meet current and future business requirements.
- Liaise with internal and external Audit to support financial audits within Family Services. Minimise fraud and corruption and ensure compliance with financial strategy and policy.
- Ensure financial management systems remain accurate, timely and robust, and are operationally efficient and relevant in order to support the budget managers across Family Services. All systems must comply with the Council's financial framework and best practice.

### **3. Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

### **4. Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above and which is on occasion outside of normal working hours and/or at locations that differ from the primary place of work. Such duties, however, will fall within the scope of the post, at the appropriate grade.

### **5. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

## PERSON SPECIFICATION

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<b>Knowledge, training and experience</b>
<ul style="list-style-type: none"> <li>• Recognised relevant qualifications in public finance or accountancy such as CIPFA or Chartered Institute of Accountancy qualification, or equivalent mix of qualifications and experience, at least AAT or CCAB qualified.</li> <li>• Educated to degree level or equivalent experience (preferably in a relevant discipline)</li> <li>• Management qualification or on the job experience supplemented with relevant training</li> <li>• Extensive expert knowledge, experience and understanding of delivering high quality and valued financial support</li> <li>• Highly numerate in terms of skills relevant to budget management, forecasting, trends, statistical analysis, budget bidding, commissioning, partnership budget sharing, grant funding.</li> <li>• High level skills around financial competency in terms of understanding the complexities of financial management within a Children's Service.</li> <li>• Well developed, practical skills and knowledge of contracting and procurement.</li> <li>• Ability to lead on projects related with a track record of deliver.</li> <li>• Evidence of effective management and delivery in a complex environment including, managing change, financial management, performance management, people management and project management.</li> <li>• Successful experience and/or knowledge of working within a local authority, or in an equivalent Children's Service organisation/environment.</li> <li>• Experience of leading and managing a successful team.</li> <li>• Financial awareness with a proven ability to effectively manage budgets</li> <li>• Promote and safeguard the welfare of children, ensuring this principle, culture and practice is embedded across the team and in all business processes and communications, in compliance with national and local procedures and protocols.</li> <li>• Ensure that all personal data is handled securely and in strict compliance with the data protection legislation and Family Services and the Council's data management protocols.</li> <li>• Competent and confident in the use of standard Microsoft Office products with exceptional</li> </ul>

skills in the use of Excel for developing spreadsheets at an advanced level.

- Proven ability to use Financial Management Systems to an advanced level and optimise its benefits for the business

### **Skills**

#### **Planning, organising and controlling skills**

- Able to effectively lead teams to deliver service objectives. Able to formulate and implement strategic and operational plans
- Able to formulate and implement effective and relevant policies and procedures to deliver service objectives
- Track record of supporting transformational change in a complex environment.
- Recognition of, and ability to reward high levels of performance and achievement and tackle under-performance in others quickly and constructively Ability to lead on related projects with a track record of deliver.
- Provide clear, visible and motivational leadership to support a high performance culture that drives continual improvement, efficiency savings and high levels of customer satisfaction.
- Ability to manage a complex workload and meet tight timescales

#### **Communication and influencing skills**

- Evidence of ability to prepare and deliver presentations of potentially complex issues in an effective and clear style.
- Proven ability to develop and maintain effective professional working relationships and networks with stakeholders and use these relationships to improve the effectiveness of the service
- Ability to advise, persuade and influence stakeholders in a professional and effective manner.
- Excellent written and verbal communication skills. Ability to communicate accurately and appropriately with members of the public, senior management and elected Councillors.
- Proven ability to ensure a high standard of customer care is embedded within the Team
- Political awareness and proven ability to handle the Councillor/Officer interface effectively and professionally in a way that establishes confidence, credibility and trust.
- Ability to work effectively with senior managers, staff, schools, external partners and to establish confidence, trust and credibility. Ability to build and nurture good working relationships with colleagues and other stakeholders.
- Recognises the importance to the council of active partnership working and embraces partnership working where relevant to deliver services most effectively and efficiently
- Ability to provide accurate guidance, information and advice to customers

#### **Initiative and Innovation skills**

- Record of delivering successful and innovative solutions to business challenges
- Ability to analyse complex information quickly, reaching and articulating decisions with clarity,

to deliver solutions that command support.

- Proven record of achievement in delivering service improvement, logical and effective decision making, high quality, accurate and timely work
- Capable of reviewing and evaluating results against quality standards, sharing this learning with others and taking decisive action to ensure that plans are delivered
- Demonstrates a dynamic and achievement orientated culture.
- Ability to work effectively, flexibly and constructively with colleagues in a team where team members work positively to a shared goal.
- Actively contributes to the creation of an open, and interdependent culture

## Supplementary Information Form

<b>Post Title</b>	<b>Family Services Finance Manager</b>
<b>Service Area</b>	Family Services
<b>Job Ref Number</b>	For office use
<b>Budget management accountability</b>	<ul style="list-style-type: none"> <li>• Have delegated authority for significant spend (including over £1m) once relevant authorisation has been obtained in line with Family Services Scheme of Delegation.</li> <li>• Act as Budget Holder for the staffing budget of c£300k. Effectively manage income and expenditure to ensure the delivery of value for money and cost efficiency in compliance with the council's financial framework and protocols.</li> <li>• Apply the principles of sound financial practice necessary to operate within defined budget limits. Promote a culture of value for money and sound financial practice within the team and its partners</li> </ul>
<b>Staff management accountability</b>	<ul style="list-style-type: none"> <li>• Directly manage: <ul style="list-style-type: none"> <li>X1.5 Senior Business Resource Officers</li> <li>X4 Business Resource Officers</li> <li>X2.19 Business Resource Assistants</li> <li>X2 Finance and Brokerage Officers</li> </ul> <p>(11 officers)</p> </li> <li>• Provide clear, visible, motivational team management to create a high performance culture that drives continuous improvement and efficiency savings capable of delivering Service priorities.</li> <li>• Within service area, to lead on all aspects of staff management including recruitment, induction, performance management, delivery of performance appraisals, learning and development.</li> </ul>
<b>Physical effort</b>	None
<b>Working environment</b>	Office based working environment