

MEDWAY COUNCIL - JOB PROFILE

POST TITLE: Finance and Admin Team Manager (PA023)
DIRECTORATE: Children and Adults
DEPARTMENT: Education & SEND (Planning and Access)
RESPONSIBLE TO: Education & SEND Business Programme Lead
RANGE: Range 5

1. MAIN PURPOSE OF JOB

Manage business and finance tasks for the wider school services department
These include:

- Admissions
- Medway Test
- Mainstream Transport
- SEN Transport
- Capital Projects
- Schools Contracts (catering, cleaning, waste)
- Traded Services
- Other functions within the Education Division (archiving and admin team).

To perform monitoring, analysis and specific finance requirements as set out in agreed SLAs with other services as workload permits.

Work closely with, and develop, budget managers to ensure that they undertake effective revenue and capital budget monitoring

Establish and maintain effective systems to facilitate sound financial management and budgetary control within specified services. This to include ensuring that the Council's Financial Management System and the internally developed EBM (electronic budget management) system accurately reflect expenditure and income. Promote, train guide and advise colleagues within the department to develop a greater use and understanding of the Integra system.

To undertake finance tasks including:

- Maintain detailed, up to date and accurate records of financial transactions
- Carry out regular reconciliation of all financial transactions
- Preparation of the monthly and quarterly monitoring returns (in consultation with budget managers) ensuring that these are recorded accurately and highlighting any risks to the service.

- Ensure activity data, performance and savings data is regularly updated and is maintained on the relevant programme management system
- Advise on ways of reducing expenditure
- Ensure completion of all appropriate end of financial year procedures.
- Devise and oversee financial tracking systems to ensure accurate monitoring and reporting of SEN Travel Assistance crucial to forecasting and expenditure reduction
- To proactively monitor SEN Travel Assistance budgets supporting effective management of the budget and the identification of savings (cost benefit analysis)
- Forecast and monitor the SEN Home to School transport budget which amounts to approximately £5 million
- Prepare detailed budget reports
- Contribute to identification of corrective action to ensure budget pressures are addressed in a timely and appropriate manner
- Identify innovative approaches to reduce SEND transport spend whilst delivering a safe and high quality service
- Work closely with, and develop, budget managers to ensure that they undertake effective revenue and capital budget monitoring

Manage activities relating the confidential HR matters and health and safety matters for the Education Division.

To oversee the archiving process, ensuring that all social care records are filed, managed and deleted in accordance with data protection and information governance requirements.

2. PERSON SPECIFICATION

Qualifications

Essential

- Degree/professional qualification

Desirable

- AAT qualification or nearing completion of AAT or similar qualification

Knowledge

Essential

- A good working knowledge of financial systems, processes and accounting
- An understanding of financial regulations

Desirable

- Knowledge of Local Authority ways of working.

Experience

Essential

- Ability to demonstrate the advanced theoretical, practical and procedural knowledge across a specialist area (business and finance) or an equivalent level of organisational, procedural and policy knowledge.

Desirable

- Can demonstrate experience in working with and managing significant sums of funding including both Capital and Revenue and control of dynamic budgets.

Skills (Mental skills/Communication skills/Physical skills)

Essential

- Demonstrable ability to analyse and interpret varied and complex information or situations, develops solutions and/or strategies that take more than a year to formulate.
- Demonstrable developed communication skills with the ability to present complex and/or sensitive information in an understandable way, using a variety of methods across a range of audiences.
- Demonstrable ability to progress a series of activities within recognised guidelines making frequent decisions without ready access to more senior officers except for advice on policy or resource issues.

Desirable

- Demonstrable ability to either:
 - (i) undertake direct responsibility for the line management of others, with the ability to provide direction, empower people to achieve objectives and take responsibility for team members' actions and errors, and/or
 - (ii) provide advice and guidance on the operation of established internal procedures in relation to financial systems, this may include interpretation of policies and procedures to meet specific circumstances or problems.
- Demonstrable ability to take on considerable direct responsibility for financial resources where the work involves either:
 - (i) accounting for large sums of money (i.e. £50,000 - £100,000 each) in the form of cash, cheques, direct debits or equivalent where care and accuracy are important, or
 - (ii) under supervision of the service manager, be accountable for considerable expenditures (ie £10,000 - £50,000 each) from an agreed budget or equivalent income. This may include setting and monitoring of budgets and ensuring effective spend of budgeted sums; or
 - (iii) working to maintain budgetary control where budget pressures are evident and to provide advice and guidance to colleagues on how to manage these.

Personal qualities (Mental demands)

Demonstrates the ability to either:

- (i) deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands, or
 - (ii) the equivalent of periods of hours at a time (e.g. a morning or afternoon) undertaking repeated manual calculations or other work with figures, or report writing or preparing for a presentation, or
 - (iii) all or most of the working day spent on being alert to risks or checking of documents or equivalent.
- Can demonstrate dexterity, co-ordination or sensory skills where there is either some demand for precision and speed or considerable demand for precision in the use of these skills (e.g. data processing or speed typing, driving a large van or truck, tractor or similar).
 - Demonstrable ability to show common courtesy or consideration when encountering members of the public per chance during the course of their duties but has limited, or no, direct impact on the well-being of individuals or groups of people.

3. ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The Education & SEND Business and Finance Programme Lead

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

Required to work independently as well as part of the School Services management team, using their own initiative on a daily basis to carry out tasks, make decisions and manage workload not only as an individual but also for the team as a whole.

The post holder will be able to act on their own initiative, with only limited reference to their line manager. To implement the policy appropriately, but able to use discretion as appropriate to make informed decisions.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

The postholder will line manage the Finance Officers, the Traded Services Officer, and the School Services apprentice and assign such duties appropriately.

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

The postholder will maintain close working relationships with all team leaders and other finance system users across the remit of the budgets, to ensure

compliance with the corporate financial regulations

4. PHYSICAL DEMANDS

Generally, undertakes tasks in a sedentary position but is able to lift or carry items or bend or stretch when required.

5. EMOTIONAL DEMANDS

The job involves contacts with, or work for, people, which through their circumstances or behaviour occasionally place emotional demands on the jobholder.

6. RESPONSIBILITY FOR PEOPLE (not staff supervision)

The post holder may have some direct impact on the well-being of individual, or groups of, people, through undertaking tasks or duties which are to their direct benefit, or impact directly on their health and safety.

7. RESPONSIBILITY FOR FINANCIAL RESOURCES

The postholder will have major direct responsibility for financial resources. The work involves being accountable for very large expenditures from an agreed budget or equivalent income. The responsibility includes contributing to the setting and monitoring of the relevant budget(s) and ensuring effective spend of budgeted sums.

8. RESPONSIBILITY FOR PHYSICAL RESOURCES

Takes high direct responsibility for any of the following:

- (i) the adaptation, development or design of significant information systems.
- (ii) the adaptation, development or design of a wide range of equipment, land, buildings, other construction works or equivalent.
- (iii) security of a range of high value physical resources.
- (iv) ordering of a wide range of equipment and supplies.
- (v) making a significant contribution to the adaptation, design or development of either large-scale information systems for use by others, or of a range of equipment, land, buildings, other construction works or equivalent.
- (vi) providing interpretation, advice and guidance on the operation and implementation of external regulations and statutory requirements in relation to physical resources. This may require adaptation of internal policies and procedures.
- (vii) a shared responsibility for the development of policies and procedures in relations to physical resources which will have a significant impact on the operation of that service or department.

9. WORKING CONDITIONS

- The postholder will predominantly be based at Gun Wharf but may occasionally be required to visit other venues such as other council sites or schools.
- Normal office hours will apply but flexibility is necessary for any work that extends outside of normal office hours.
- The post holder will be required at times to work remotely using technologies provided by the council