

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Strategic Business Partner (Children and Young People)	Grade:	SMG2
Reports to (Designation):	Head of Service Finance	Grade:	JNC 4
Directorate:	Corporate Resources	Section:	Finance

Main Purpose of the job:

Lead and manage a service accountancy and service financial planning function. Ensure that managers are provided with a professional, high quality and responsive finance service that supports and promotes efficient and effective service delivery in line with the Council's objectives and priorities.

Promote sound financial management and control, and practices which, in all respects, comply with the Council's Constitution (including Financial Regulations), accounting codes of practice and all relevant legislation and government guidance. Ensure that efficient and effective information systems are in place which promote accountability, performance management and continuous improvement.

Identify and maximise the resources available to support service delivery and promote best value for money. Provide advice and guidance on strategic financial issues to the Executive Director and their management team and act as financial advisor as required. Provide support that promotes effective operation and partnerships with other functions, directorate and agencies in the delivery of integrated services.

Monitor the quality of service delivered by other finance functions operating within jointly provided services with partner organisations and agencies. In addition, the Strategic Business Partners, directly supporting the service Directorates, will operate in a way which balances the corporate finance needs with those of the directorate needs. They will play an enhanced role in supporting the directorate and have a greater relationship with members and senior managers.

Duties and responsibilities

1. Take responsibility for the efficient and effective management of a service accountancy and financial planning unit in the finance function.
2. Promote sound financial management and control and ensure that appropriate financial systems, controls and processes are in place that:
 - a) Comply with relevant legislation, statutory financial reporting requirements, accounting codes of practice, the Council's Constitution (including Financial Regulations) and other financial control requirements laid down by the Executive Director of Corporate Resources and the reporting requirements of other funding agencies and internal and external auditors.

b) Provide accurate, timely and readily understood financial information to cost centre managers and summary monitoring reports as required.

c) Implement a system of devolved budgetary control and co-ordinate the aggregation and monitoring of revenue and capital budgets in liaison with service managers. Identify and challenge budget holders where significant budget variations are apparent and take appropriate action. Support the capital budget monitoring process as required.

d) Provide statements in briefings and reports about the financial implications of all matters reported to the Executive and other council meetings in formal Chief Financial Officer Comments.

3. Implement continuing professional development and maintain awareness of developments in the field of local authority finance and accountancy and use such knowledge to introduce changes to accounting practice and financial control systems.

4. Provide appropriate financial information, analysis and advice to:

- a) Relevant elected Members
- b) Executive Directors and Head of Services
- c) Service Management Team and others as appropriate

5. Provide financial management support, which promotes effective co-operation and partnerships including health and the CCG) and other functions, directorates and agencies in the delivery of integrated services.

6. Support the medium term service and financial planning process and associated decision-making, for both capital and revenue, in accordance with agreed corporate processes. Support and challenge the basis for the identification of growth and savings proposals proposed as part of developing balanced medium term budgets.

7. Coordinate and consolidate the production of the annual revenue budgets within defined cash limits and reconcile all cost centre budgets to agreed cash limits. Ensure budget holder agreement is obtained for all devolved budgets. Support the production of the capital budget in line with the Council's Capital Strategy.

8. Support the development and maintenance of business plans and monitoring arrangements that bring together summary financial, staffing, service activity information, and any SLA arrangements.

9. Co-ordinate and control the closing of accounts process within span of responsibility. Ensure that the overall timetable and strategy agreed by the Executive Director for Corporate Resources is adhered to.

10. Be proactive in the maximisation of external funding and be responsible for the co-ordination, monitoring and completion of grant claims and other required returns to external agencies in accordance with statutory and professional codes and required timetables.

11. Ensure that the Council collects the maximum achievable income owed to it and provides regular reports analysing the age of outstanding debt and progress in recovering it.

12. Lead on the liaison with external and internal audit within span of responsibility.

13. Deputise for the Head of Service Finance as may be required.

14. To assist and support the preparation of the finance function's service plan, service statement, training plan and budget.

15. Recruit, manage and deploy staff as required, within the context of changing circumstances, taking responsibility for supervision, performance appraisals, welfare, absence management, discipline and capability.
16. Champion the use of the Council's information technology tools and ensure that staff use it to carry out duties in the most efficient and effective manner.

All employees are required to:

17. Participate in the appraisal and objective setting process and to undertake appropriate training and development identified to enhance their work.
18. Carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.
19. All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.
20. Assist in carrying out the Council's environmental policy within the day to day activities of the post.
21. Undertake other duties, commensurate with the grade, as may reasonably be required.
22. Treat all information acquired through employment, both formally and informally, in strict confidence.

Internal Contacts: These include directorate based budget holders, HR business partners, other core finance staff, and procurement and contract management staff, Headteachers, school bursars

External Contacts: Chair of Schools Forum, DfE

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title:	Grade	No of posts
Business Partners	PO6	3
Senior Accountants	PO3	3
Accountancy Assistants	Sc5	1

Number of partially managed staff:

Title:	Grade	No of posts
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Service Specific Responsibilities

Job Title: Service Group Manager (Children and Young People's Service Team)

Budget Responsibility: 2020/21 – Gross Expenditure Budget of £xxx

Report to: Head of Service Finance

Specific Job Responsibilities – Children's Services

1. In conjunction with the Head of Service Finance take financial responsibility for the following specific services:
 - Children's Social Care budget;
 - Early intervention budgets
 - Education and Schools Budgets
 - Dedicated Schools Budget
 - Schools Forum

PERSON SPECIFICATION

JOB TITLE: Strategic Business Partner
(Children's Services)

POST NO:

DEPARTMENT: Finance

GRADE: SMG2

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity

1. Awareness of and a commitment to Equality of Access and Opportunity in a diverse community **S**
2. Understanding of how equality and diversity relates to this post **S**
3. Ability to demonstrate commitment to the principles of equality in employment and service delivery.

Knowledge

1. Fully-qualified CCAB accountant (Preferably CIPFA) with substantial experience of working in a dynamic environment within a large public or private sector organisation. **S**
2. Expert knowledge of services issues in one or more core Council areas **S**
3. Evidence of a strong intellectual grasp of local government policy and finance **S**
4. Expert knowledge of management accounting techniques over income and expenditure items including grant regimes **S**
5. Expert knowledge of costing, benchmarking and modelling techniques to support proposals for change. **S**
6. Maintains an understanding of current challenges and opportunities in local government **S**
7. Substantial experience of working in a management accounting environment within a large public or private sector organisation. **S**

Aptitude

1. Numerical reasoning
2. Oral presentation

3. Able to prioritise, and provide clear guidance including the establishment and maintenance of a performance management culture

Skills

(Skills can only be used as shortlisting criteria if the skill is to be tested)

(To Be Tested – S)

1. Able to write reports and briefings **S**
2. Assertive and strong communication skills with excellent listening skills together with persuasive analytical skills. **S**
3. Ability to act and think strategically, translating this into deliverables. **S**
4. Ability to reconcile corporate and strategic objectives **S**
5. Ability to demonstrate production and interpretation of management information reports, dashboards and other information. **S**

Experience

1. Experience of working alongside senior service managers and Directors to deliver services within budget and develop proposals for change based on evidence and data **S**
2. Extensive experience in range of finance roles **S**
3. Experience of managing a team of finance staff **S**
4. Experience of supporting officers across the Council in the re-design of their services and effective budget management to deliver efficiency gains **S**
5. Evidence of understanding effective performance measures and performance improvement programme in the delivery of services **S**

General Education

1. Educated to degree level standard

Personal Qualities

1. Must be able to adapt to competing demands
2. Must be financially fluent, cost and contribution conscious with a focus on value for money
3. Energetic, determined, robust and resilient enough to cope with the demands of the role.
4. Able to establish positive working relationships with senior partners and colleagues across different disciplines.
5. Able to understand issues of political sensitivity.
6. High standards of integrity
7. Commitment to learn – desire to acquire new knowledge, skills and approaches.

Circumstances

DBS Disclosure Required? No X Basic Enhanced

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post.

