



Job Profile comprising Job Description and Person Specification Job

Description

Job Title: Trainee School Business Professional	Grade: Scale 5 - Scale 6
Section: Schools Finance	Directorate: Children’s Services
Responsible to following manager: Team Manager - Schools Financial Advisory Service	Responsible for following staff: N/A
Post Number/s:	2 years fixed term contract

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

- To work as part of Children’s Services Financial Advisory Service team to provide support to School Business Managers and finance staff in schools.
- Work with other professionals within the council such as HR specialists, to provide wider support to School Business Managers which may include HR, procurement and marketing.
- To undertake School Business Manager training and to successfully complete the Level 4 School Business Professional qualification (time in work will be given for this)

Specific Duties and Responsibilities

- Working with and visiting schools throughout Wandsworth as required to assist school Finance Officers/Business Managers on a range of financial functions and Council policies such as the Scheme for Financing Schools, Financial Management Handbook, procurement, and best practice.
- Working with school finance advisers/Business Managers to provide schools with strategic and operational budget planning and monitoring, linking with school improvement plans (SIP).
- Working with school finance advisers/Business Managers to provide training for school stakeholders on all aspects of finance issues and best practise including multiyear budget planning and assist in training of finance staff on use of the SIMS FMS module
- Assisting school finance advisers/Business Managers to carry out year-end and quarterly financial procedures and reconciliations.
- Assisting financial advisers/ Business Managers with the reconciliation of their group of schools' SIMS data with the Council's accounts on a quarterly basis and agreeing year-end carry forward balance calculations by the deadlines set out in the Council's timetable.
- Liaising with other Council departments, under the guidance of the financial adviser, on a range of matters affecting schools such as audit, payroll queries, superannuation, and central charges.
- Assisting school finance advisers/Business Managers to meet income generation targets for the team by providing some cover to schools if required e.g. in the case of absence
- Assisting school finance advisers/ Business Managers in the development, design, and production of the annual School Budget Pack, ensuring that deadline dates are adhered to. Ensure information provided is accurate and instructions on use are clear and understandable.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures, and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive, and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people, and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Person Specification

Job Title: Trainee School Business Professional (2 year fixed term contract)	Grade: Scale 5-6
Section: Schools Finance	Directorate: Children's Services
Responsible to following manager: Team Manager - Schools Financial Advisory Service	Responsible for following staff:
Post Number/s:	Last review date:

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means; we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements			Assessed by A/I/T/C
Knowledge	Essential	Desirable	Assessed
Understanding of the role of local authorities in schools.		X	A/I
Understanding of transactions and accurate record keeping.	X		A/I
Knowledge of good customer services and developing good customer relationship levels		X	A/I

including senior managers and school stakeholders.			
Understanding of the key factors in the Council's Equal Opportunities policy	X		A/I
Experience	Essential	Desirable	Assessed
Experience of working in an office undertaking general accountancy and book-keeping duties.	X		A/I
Experience of working in a busy team with a range of financial priorities.		X	A/I
Skills	Essential	Desirable	Assessed
Proven literacy, numeracy, and communication skills.	X		A/I/T
Excellent Microsoft Office skills (Word and Excel Test).	X		A/I/T
Willingness and capability to be flexible when needed including travelling to schools within the borough of Wandsworth.	X		A/I
Ability to work under pressure, prioritise and meet deadlines whilst maintaining a professional manner.	X		A/I
Good organisation and proven administrative abilities.	X		A/I
Qualifications	Essential	Desirable	Assessed
Preferably educated to a minimum of Level 3 standard or equivalent e.g. A level, BTEC Diploma,		X	A/C
AAT in related subjects e.g. Finance, Accountancy, Business Studies		X	A/C
GCSE grades A-C or equivalent in Maths and English	X		A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate