

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Assistant Finance and Business Development Manager	Grade: PO1 - PO2
Section: Design Service	Directorate: HRD
Responsible to following manager: Finance and Business Development Manager	Responsible for following staff:
Post Number/s:	Last review date:

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

- Analysing company budgets
- Preparing invoices and fee claims
- Compiling and submitting fee bids
- Marketing and publicity
- Reporting on KPI's

- Monitor Company strategies and their implementation.
- Support the Finance and Business Development Manager in their role.

Specific Duties and Responsibilities

- Support in submitting all fee bids and collating submission documents.
- Submitting all fees invoices to clients.
- Evaluate existing working practises and develop complex databases, spread sheets and templates and streamline processes. This includes administering the financial and project management software.
- To assist in producing statistical, monitoring and performance reports when required.
- Update staff regularly on the development and progress of all strategies in quarterly workshops.
- Undertakes research, prepares reports and makes recommendations.
- Assist in cost and budgetary control.
- Work with minimum supervision on more complex tasks.
- Assists in the appointment of consultants.
- Ensure the confidentiality of business and information is maintained at all times.
- Carry out other duties and responsibilities, as required, and as requested by members of the management team.

Linked Grade Progression criteria:

Note 1: Linked Grade progression is not automatic and is dependent on the level of responsibility, complexity of the role, skills, experience and the need of the Service.

Note 2: To be considered for any progression you must be doing the following:

- Demonstrate a high level of client satisfaction, proactive, diligent, meeting deadlines and have a quick response time to queries.
- Meeting the relevant performance and income KPI's
- Demonstrate a high level of compliance with the service policies and procedures

Progression to PO2

- Able to perform the full duties of the post competently.
- Produces statistical, monitoring and performance reports independently.
- Submits fee bids and collates submission documents independently.
- Regularly deputises for line manager.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.

- To adhere to security controls and requirements as mandated by Richmond and Wandsworth 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 roles within the Councils.
- The profile is not intended to be an exhaustive list of the 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.

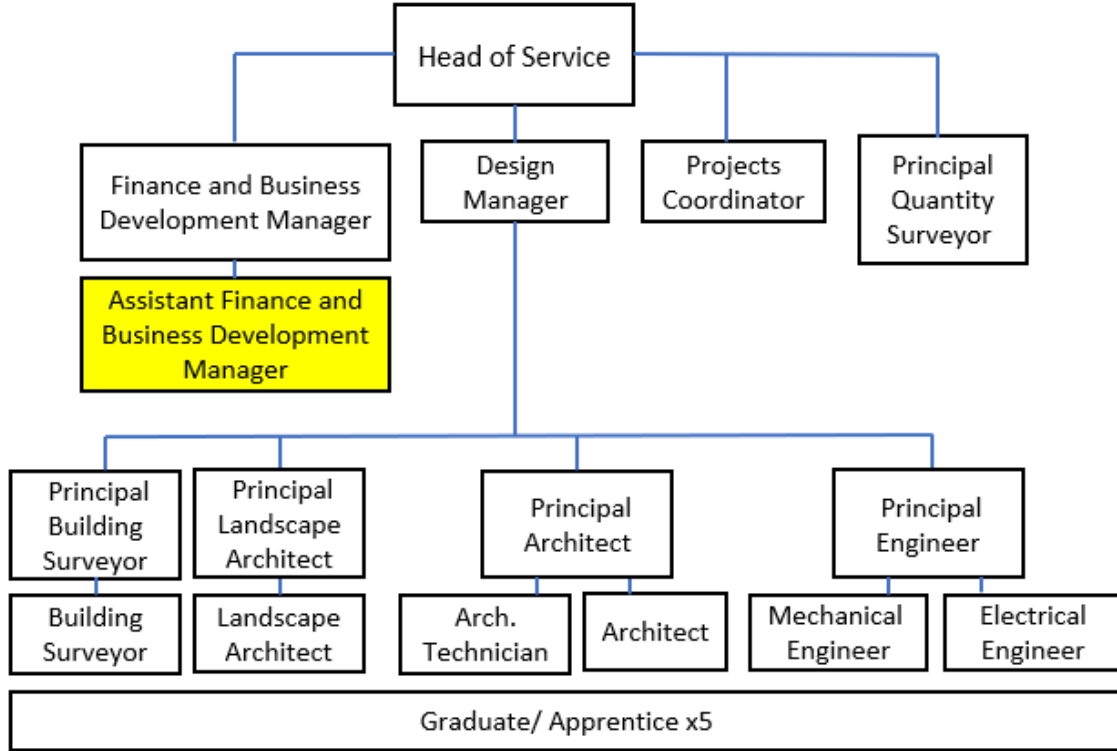
Client relationship management

- Ensure client satisfaction at all times.
- Submitting reports on a regular basis to the client and team.
- Passionate, driven, motivated, proactive, kind, and honest.

Additional Information

- Attendance at evening meetings required.
- The Service operates as a consultancy. Critical to its success is achieving high levels of customer care and customer satisfaction.
- The Service is in direct competition with the private sector and therefore needs to attract and retain creative, innovative, knowledgeable and experienced professional staff to be able to perform in a demanding environment.

Team structure



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Understanding of the GDPR and its requirements		✓	A/I
Knowledge of information security principles and application of policies.		✓	A/I
Experience	Essential	Desirable	Assessed
Experience of using financial and resource management software.		✓	A/I
Skills	Essential	Desirable	Assessed

Communication skills: ability to communicate clearly, diplomatically, and effectively with a diverse range of people; demonstrate a high standard of grammatical English	✓		A/I
Ability to develop positive effective working relationships with a range of people.	✓		A/I
Excellent presentation skills utilising MS software		✓	A/I
Ability to pay attention to detail and a produce work of a consistently high standard		✓	A/I
Numerical and statistical skills: able to carry out mathematical calculations, check the accuracy of data and interpret and present it simply and concisely	✓		A/I
Analytical skills: be adept at evaluating information, understanding processes, detecting problems and identifying and applying effective solutions.		✓	A/I
Qualifications	Essential	Desirable	Assessed
Relevant related qualifications		✓	A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate