

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Strategic Finance Business Partner – Children’s Services	Grade: MG1/MG2
Section: Children’s Services Finance Team	Directorate: Children’s Services
Responsible to following manager: Assistant Director of Finance – Children’s Services	Responsible for following staff: 3 x FTE Assistant Finance Business Partners 1 x FTE Finance Officer 1 x FTE Financial Transactions Team Leader (9 Indirect reports)
Post Number/s:	Last review date:

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

There is an expectation that all management in Children’s Services Business and Resources are visible, and this is especially true of Assistant Director roles. This is not a home-based role and it is expected that the employee averages over 2.5 days per week in the office or community.

Richmond & Wandsworth Better Service Partnership 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

- This Post requires the Job Holder to work in the office for 2.5 days per week.
- The Strategic Finance Business Partner for Children’s Services is responsible for the finance teams that support all social care, early help, place and partnership budgets (all non-Education and Schools elements of Children’s Services budgets) to provide expertise and high-quality financial advice and reporting to senior stakeholders to allow them to make informed decisions. To proactively contribute to the achievement of the finance service’s vision, and contribute towards an innovative, high-performance, and continuous improvement culture.
- The postholder is responsible for working effectively with senior council management, councillors and external stakeholders, including directors, service managers and other leadership to advise on matters related to financial management of social care, early help, place and partnership budgets (all non-Education and Schools elements of Children’s Services budgets).
- Responsible for ensuring the financial management is at the heart of service decision making and that management are equipped with all relevant financial information in order to inform decision making. Ensuring that the finance teams are working effectively with senior council management, councillors and external stakeholders in order to achieve this goal.
- The postholder is responsible for managing the general fund social care, early help, place and partnership budgets within the directorate, while developing and maintaining an innovative, high-performing, and continuous improvement culture and proactively leading your team to the achievement of the Business and Resources, Children’s Services and overall council’s vision.
- The post holder must maintain an up-to-date knowledge of legislation and current practice in council financial regulations and obligations and advise the directorate, councillors, other officers and heads of educational establishments accordingly.
- Responsible for the financial management of the financial cycle ensure monthly reviews are undertaken, in year allocations and monitoring and the preparation of financial records for the formal closure of the accounts, in accordance with all relevant policies, procedures, professional standards and legislative requirements.
- The postholder will be required to translate complex financial data to non-financial stakeholders and effectively challenge senior managers, in ensuring robust financial management of each business area.
- The postholder must ensure that high-quality financial reporting is produced on a regular basis and made available to stakeholders enabling them to make informed decisions to help ensure that all decision makers are able to make informed decisions so that finances are managed soundly, proactively, and robustly.

- The post holder will provide direct financial support to services to enable them to develop their strategic plans and ensure that the future needs of the services are reflected in the council's medium-term financial plans.
- To be responsible for ensuring that the Financial Transactions Team undertakes effective management, coordination, and development of the financial support services for the Payments, Debt Management and Financial Assessment Team who provide finance functions for Children's Services.

Specific Duties and Responsibilities

1. Responsible for accurately accounting for, recording, reporting on and forecasting Children's Services social care, early help, place and partnership income and expenditure.
2. To advise and support senior management teams on relevant service and operational matters by undertaking financial modelling and providing proposals and options that support service transformation, service reviews and other decision making.
3. To prepare senior management teams and councillors for important meetings and corporate financial planning events that allows them to be prepared, informed and able to address any key issues or questions.
4. Responsible for preparation and effective completion of relevant monthly departmental forecast and budget plans, ensuring that individual forecasts are comprehensive, sound and consistent with accounting principles. Produce meaningful forecast reports, including detailed variance analysis reports each month. Ensuring that monthly monitoring reporting is accurate by equipping budget managers with all the required tools and information needed.
5. To robustly assess and ensure that analysis and business cases are completed for all key proposals that have financial implications to ensure management are equipped with timely, accurate and insightful information on which they can make decisions.
6. To ensure that finance leads on, or works every closely with services, on all ideas and initiatives for internal savings and efficiency plans as well as budget recovery plans and to resolve specific and complex financial issues within services and schools. To prepare analysis and papers to feed into these meetings and plans.
7. Responsible for managing and leading several staff within the team to achieve high performance and effective operational delivery, including developing and improving staff capability. Responsible for leading and motivating staff by providing coaching, mentoring, training, professional development opportunities, and appropriate performance management including target setting.
8. Ensure that the postholder is the lead financial advisor and service delivery partner, providing strategic support and constructive challenge through negotiation and influencing skills while

working closely with management teams to ensure they are fully informed of the financial position and risks for their services and take the necessary actions to stay within budget.

9. Responsible for developing effective external working relationships with key stakeholders within the council to ensure the service has the knowledge and expertise to continuously improve its financial performance. Ensuring the promotion a culture which empowers budget holders and supports the delivery of value for money services and knowledge of key cost drivers.
10. Responsible for ensuring that officers, and where appropriate members, are provided with high quality financial advice and direction on financial strategies, policy, standards, and practices, enabling service Directorates to make timely and well-informed strategic and operational decisions in the knowledge of the impact those decisions will have financially on the Council.
11. Responsible for providing specialist financial and commercial support to senior management in making material business decisions to ensure immediate and long-term implications, opportunities and risks are fully considered, and alignment with the organisation's financial strategy.
12. To lead on providing financial implications and commentary for business cases and proposals across the directorate to improve service delivery and in support of effective decision-making.

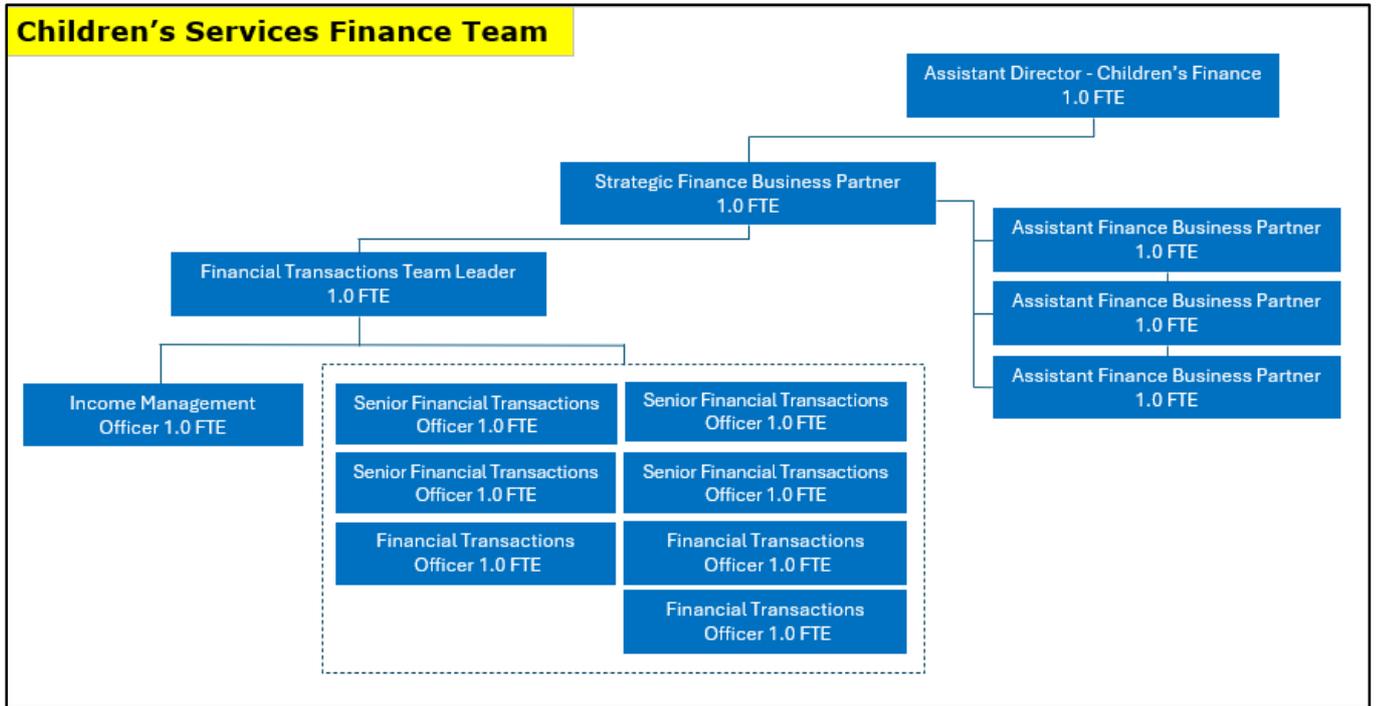
Link Grade Duties

13. To be able to, fully and competently, deputise for the Assistant Director of Children's Finance in all social care, early help, place and partnership, activities, meetings and medium-term financial planning work as well as engagements with executive directors, directors and councillors.
14. Engage competently with members to provide advice, analysis and support that enables the delivery of council and political ambitions. To attend council scrutiny meetings and other member engagement meetings on behalf of the Assistant Direct of Children's Finance.
15. To build relationships with stakeholders outside of the council including voluntary and other community organisations. Providing analysis, advise and support to help deliver on member ambitions, improve their sustainability, effectiveness and ability to provide services to our most vulnerable children.
16. To write reports for Senior Management Team Meetings, Corporate Returns, Councillor attended meetings such as Leaders and Scrutiny Committees
17. To assess business cases and provide recommendations for resource allocation within the directorate.
18. To undertake negotiations on inflationary uplifts providers. To ensure that negotiations are supported by benchmarking, analysis, and other data to enable a sophisticated negotiation interaction.

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 and health and safety.
- To adhere to security controls and requirements as mandated by Richmond & 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.

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 the Richmond and 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
Knowledge of accounting principles and practices necessary to provide financial control and direction.	X		A/I
Strong analytical and technical skills and the ability to clearly present financial information in a manner appropriate to the recipients of the information.	X		A/I
Knowledge and understanding of the Council’s core objectives, and an understanding of the legislative frameworks and key issues relevant to local government financial management generally.		X	A/I

Ability to extract and manipulate relevant financial data from the core financial information systems with advanced Microsoft Office skills.	X		A/I
Ability to provide constructive challenge and to exert influence.	X		A/I
Experience	Essential	Desirable	Assessed
Experience as a finance professional in a large and complex public sector organisation and an understanding of the annual financial cycle and regime within local authorities.	X		A/I
Evidence of developing financial strategies and project work in an operational finance setting and across service boundaries.	X		A/I
Experience of successful management of significant budgets in a comparable public sector organisation.	X		A/I
Experience of successful project management and delivering services to set standards.	X		A/I
Experience of applying risk management in strategy and in identifying and managing principal risks to the achievement of objectives.	X		A/I
Experience in a management role in a multi-disciplinary organisation.	X		A/I
Experience of undertaking complex financial calculations including options appraisals, sensitivity analysis and variance analysis.	X		A/I
Experience of designing complex spreadsheets and using them as models for decision making.	X		A/I
Experience of building partnerships and working effectively with a range of internal and external stakeholders.	X		A/I
Ability to effectively and proactively organise and prioritise own and team's workload, within defined requirements for the role.	X		A/I
Skills	Essential	Desirable	Assessed
Advanced experience of using standard IT packages (MS Office) and have ability to train and support others in their effective day-to-day use.	X		A/I
Excellent level of communication skills e.g. oral and written skills to provide clear and concise messages, financial advice, and financial reports.	X		A/I
Ability to simplify complex financial issues and present them in a manner that the recipient understands, and in a relevant format with the right level of information.	X		A/I
Produces highly complex reports/documents to suit the needs of the audience.	X		A/I
Report writing skills	X		A/I

Qualifications	Essential	Desirable	Assessed
Fully qualified Accountant - CIPFA, ACA, ACCA, CIMA (Mandatory)	X		A/I/C
Educated to degree level or equivalent	X		A/I
Post qualification experience.	X		A/I
Evidence of post qualification continuing professional development.		X	A/I

A – Application form / CV

I – Interview

T – Test

C - Certificate