**Job Profile comprising Job Description and Person Specification**

**Job Description**

|  |  |
| --- | --- |
|  **Job Title:** Finance and Benefits Manager | **Grade**: PO6 |
| **Section:** Business Resources  | **Directorate:** Adult Social Care and Public Health |
| **Responsible to following manager:**Post reports in the staffing structure to Assistant Director of Finance. | **Responsible for following staff:**None  |
| **Post Number/s:** | **Last review** date: November 2024 |

**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**

Our Adult Social Care and Public Health Transforming Social Care (TSC) Programme seeks to deliver on statutory reform and assessment, integrate health and care, improve our social care operating model to respond to and manage increased demand, support local care markets to be more sustainable, have a high performing internal and external workforce, and accelerate digital innovation. It is through the TSC Programme that the Directorate aims to manage demand by preventing reducing or delaying the need for social care.

The Programme is underpinned by our medium-term efficiency proposals for both boroughs which are linked into the Medium-Term Financial Strategies for both Councils. A summary of the programme workstreams is shown in the diagram below.

 

The Finance and Benefits Manager provides oversight to and is responsible for the delivery of the medium-term efficiency / savings proposals supporting the TSC programme of work. The Finance and Benefits Manager will be responsible for tracking and managing performance of each workstream on delivery. The role will report to the Assistant Director of Finance and work closely with the Programme Team (Project Officer and Programme Manager), Finance Officers and each Workstream Accountable Lead.

The Executive Director of Adult Social Care and Public Health (ASCPH) is the SRO of the Programme, and the Finance and Benefits Manager will report to Programme Board (a monthly standing Senior Management Team meeting). The post holder will have extensive experience of the tracking and delivery of savings and benefits programmes in public sector organisations, a relevant finance qualification and preferably a working understanding of local government, in particular adult social care.

**Specific Duties and Responsibilities**

1. To lead on the development of the ASCPH TSC's medium-term efficiency and savings programme. Collaborating with workstream leads and finance colleagues both within the directorate and across the wider corporate team to generate benefits monitoring data that informs on the delivery of the programme.
2. To be responsible for scoping efficiency improvement proposals and when required, contributing to the development of business cases. This includes analysing financial and performance data to support the identification and delivery of efficiency initiatives.
3. To be accountable for developing and implementing a robust methodology to track and monitor the delivery of efficiencies and savings.
4. To provide monthly performance reports to track savings delivery, offering assurance and highlighting any risks to delivery of the programme. Report to workstream Project Boards, the Programme Board, and Members.
5. To provide workstreams with advice on benefits realisation, ensuring the successful and timely delivery of savings while driving continuous improvement and mitigating risks to project timelines.
6. To offer training and mentorship to develop skills of workstream resources, building capabilities in business case creation, as well as the identification, tracking and reporting of savings programmes.

**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 system.
* 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 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.

**Additional Information**

* The role is expected to work in both the Civic Centre in Twickenham and Town Hall / Town Hall Extension in Wandsworth as required.

**Team structure**

**Person Specification**

|  |  |
| --- | --- |
|  **Job Title:** Finance and Benefits Manager | **Grade**: PO6 |
| **Section:** Business Resources  | **Directorate:** Adult Social Care and Public Health |
| **Responsible to following manager:**Post reports in the staffing structure to Assistant Director of Finance. | **Responsible for following staff:**None  |
| **Post Number/s:** | **Last review date: November** 2024 |

**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) 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** |
| Detailed working knowledge and understanding of finance, business case development and benefit tracking methodologies.  | Yes |  | A/I |
| Good understanding of local government, in particular adult social care. |  | Yes | A/I |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Experience of working across the public sector  | Yes |  | A/I |
| Demonstrable experience of successfully leadingor managing the finance aspects of projects including monitoring efficiency programmes | Yes |  | A/I |
| Management experience, including matrix management of staff | Yes |  | A/I |
| Proven experience in providing strategic advice and offering critical challenge to senior management, partners, and stakeholders on the content and execution of benefits realisation |  |  |  |
| Expert experience of using MS Excel or other tools to design / build financial models for decision-making and reporting at senior management level | Yes |  | A/I |
| Experience in working successfully with stakeholders at all levels to deliver transformational change | Yes |  | A/I |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Ability to establish connections and credibility with senior stakeholders in order to collaborate and also challenge where necessary | Yes |  | I |
| Ability to lead on the design, planning and scoping of project and programme benefits | Yes |  | I |
| Advanced MS Excel skills | Yes |  | A/I |
| Ability to extract and analyse data from a range of systems including finance and performance systems  |  | Yes | I |
| High-level communication skills including the ability to influence, negotiate and persuade in challenging circumstances | Yes |  | I |
| Attention to detail and organisational skills | Yes |  | I |
| Ability to write and present complex financial information in relevant and effective formats for a range of audiences | Yes |  | I |
| Ability to manage complex workloads and proactively schedule work based on competing priorities ensuring deadlines are met. | Yes |  | I |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Relevant Finance professional qualification or equivalent level of experience | Yes |  | A |
| CCAB part qualified  |  | Yes | A |
| Member of the Association of Accounting Technicians |  | Yes | A |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificates**